a place of mind | THE UNIVERSITY OF BRITISH COLUMBIA

eRecruit

User Guide – Staff Positions

UBC Human Resources - HR Management Systems

3/19/2015

Please refer to the most recent revision at: http://www.hr.ubc.ca/information-systems/hrms/hrms-manuals/

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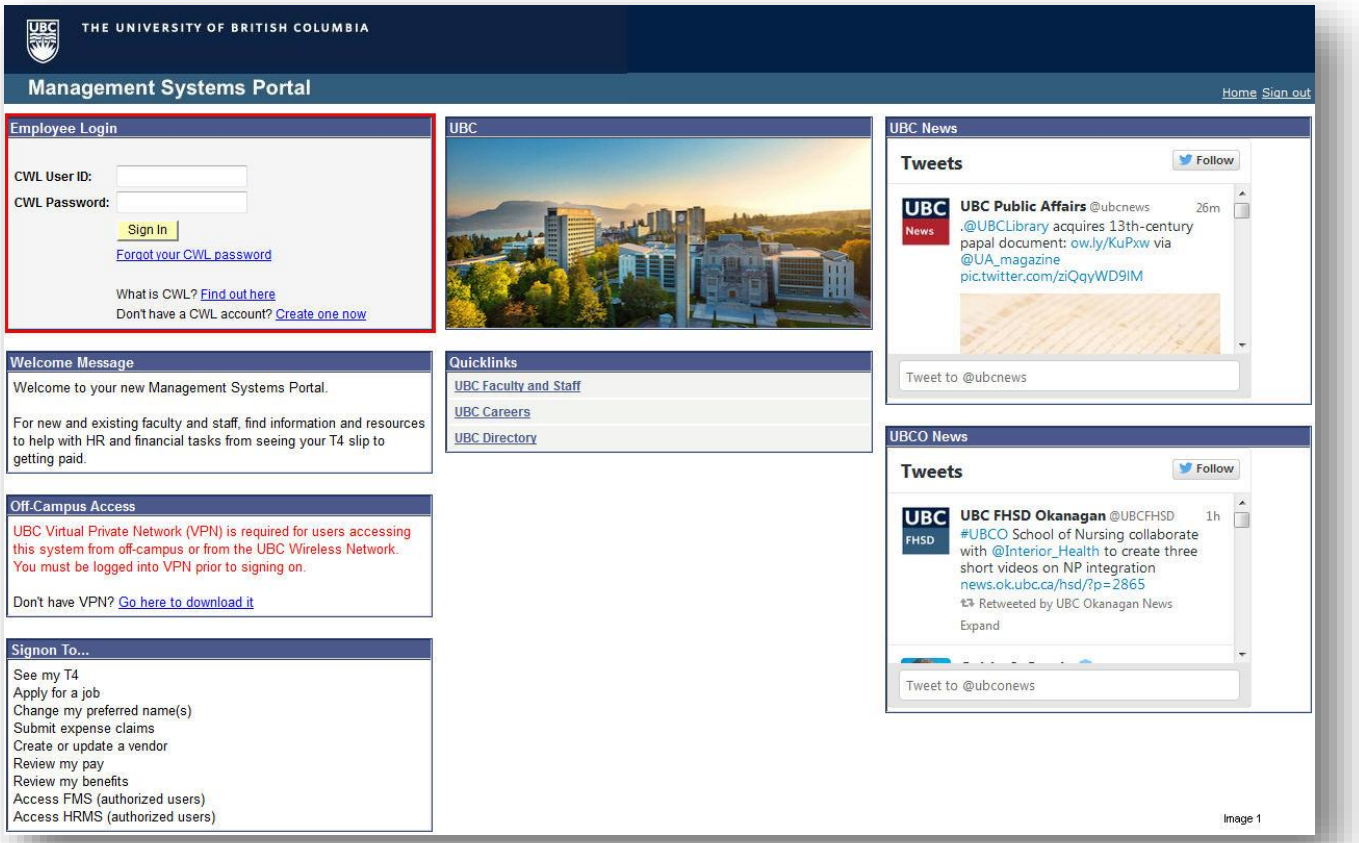
1
Accessing the Position Management/Recruitment Portal

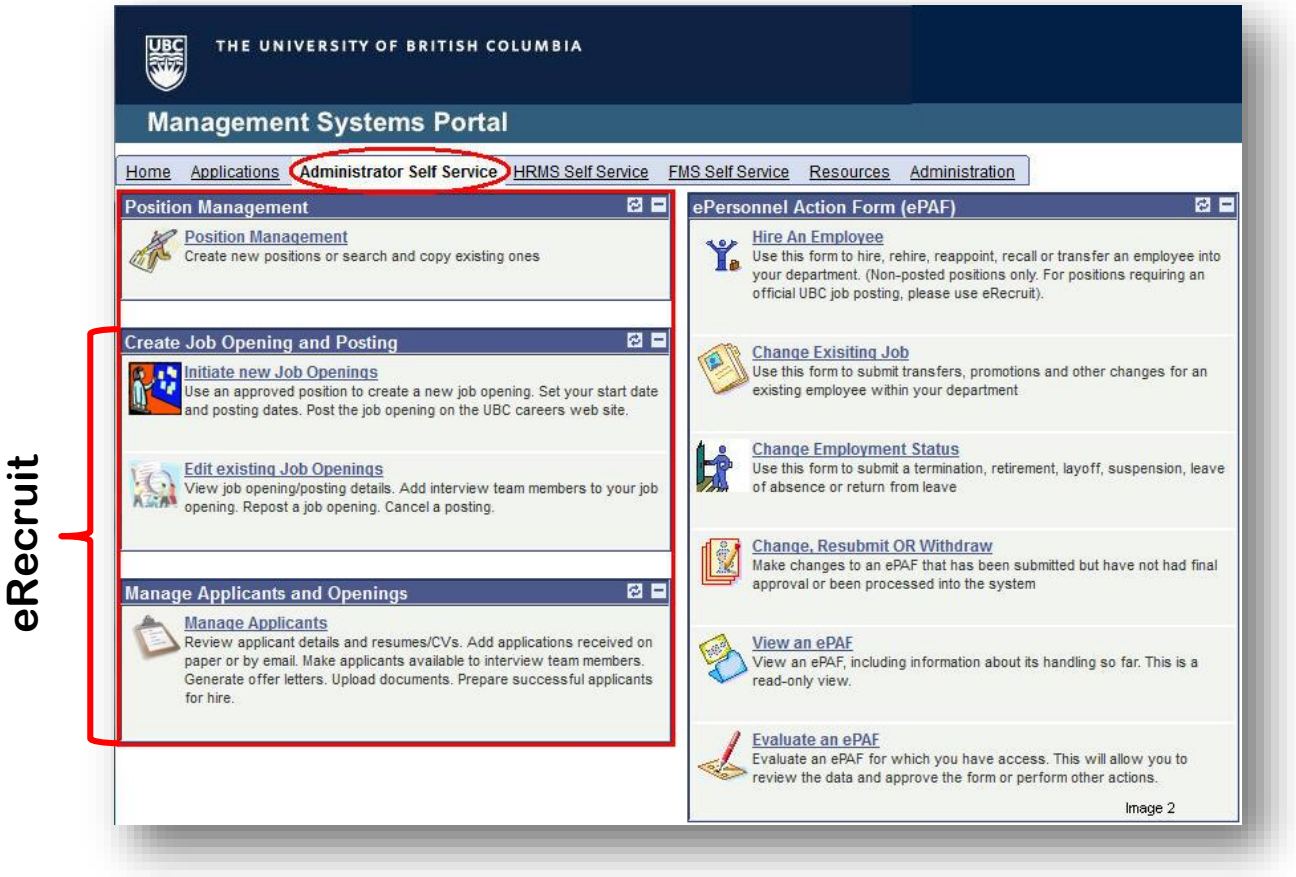
1.1 Campus-Wide Login

A portal page for Position Management and eRecruit has been developed to ease system navigation. To access this page, log in to www.msp.ubc.ca using your CWL login credentials.


THE UNIVERSITY OF BRITISH COLUMBIA
Management Systems Portal
Home Sign out
Employee Login
CWL User ID:
CWL Password:
Sign In
Forgot your CWL password
What is CWL? Find out here
Don't have a CWL account? Create one now
UBC
UBC News
Tweets
Follow
UBC Public Affairs @ubcnews 26m
.@UBCLibrary acquires 13th-century papal document: ow.ly/KuPxw via @UA_magazine pic.twitter.com/ziQqyWD9IM
Tweet to @ubcnews
Welcome Message
Welcome to your new Management Systems Portal.
For new and existing faculty and staff, find information and resources to help with HR and financial tasks from seeing your T4 slip to getting paid.
Quicklinks
UBC Faculty and Staff
UBC Careers
UBC Directory
UBCO News
Tweets
Follow
UBC FHSD Okanagan @UBCFHSD 1h
#UBCO School of Nursing collaborate with @Interior_Health to create three short videos on NP integration news.ok.ubc.ca/hsd/?p=2865
Retweeted by UBC Okanagan News
Expand
Tweet to @ubconews
Off-Campus Access
UBC Virtual Private Network (VPN) is required for users accessing this system from off-campus or from the UBC Wireless Network. You must be logged into VPN prior to signing on.
Don't have VPN? Go here to download it
Signon To...
See my T4
Apply for a job
Change my preferred name(s)
Submit expense claims
Create or update a vendor
Review my pay
Review my benefits
Access FMS (authorized users)
Access HRMS (authorized users)
Image 1

1.2 The Management Systems Portal

Once logged into the **Management System Portal**, select the **Administrator Self Service** tab to access the portal page (alternatively you can click on the **HRMS Live** hyperlink from the **Home** tab, or the **HRMS Reporting** hyperlink from the **Applications** tab, if you wish to bypass the portal navigation page below).


THE UNIVERSITY OF BRITISH COLUMBIA
Management Systems Portal
Home
Applications
Administrator Self Service
HRMS Self Service
FMS Self Service
Resources
Administration
Position Management
Position Management
Create new positions or search and copy existing ones
Create Job Opening and Posting
Initiate new Job Openings
Use an approved position to create a new job opening. Set your start date and posting dates. Post the job opening on the UBC careers web site.
Edit existing Job Openings
View job opening/posting details. Add interview team members to your job opening. Repost a job opening. Cancel a posting.
Manage Applicants and Openings
Manage Applicants
Review applicant details and resumes/CVs. Add applications received on paper or by email. Make applicants available to interview team members. Generate offer letters. Upload documents. Prepare successful applicants for hire.
ePersonnel Action Form (ePAF)
Hire An Employee
Use this form to hire, rehire, reappoint, recall or transfer an employee into your department. (Non-posted positions only. For positions requiring an official UBC job posting, please use eRecruit).
Change Exisiting Job
Use this form to submit transfers, promotions and other changes for an existing employee within your department
Change Employment Status
Use this form to submit a termination, retirement, layoff, suspension, leave of absence or return from leave
Change, Resubmit OR Withdraw
Make changes to an ePAF that has been submitted but have not had final approval or been processed into the system
View an ePAF
View an ePAF, including information about its handling so far. This is a read-only view.
Evaluate an ePAF
Evaluate an ePAF for which you have access. This will allow you to review the data and approve the form or perform other actions.
Image 2
eRecruit

Once in PeopleSoft, you can choose to use the PeopleSoft Navigation Menu (below), or return to the Portal page to navigate to different areas within the recruitment process.

Position Management

eRecruit

2
Job Openings/Postings

2.1 Create a Job Opening

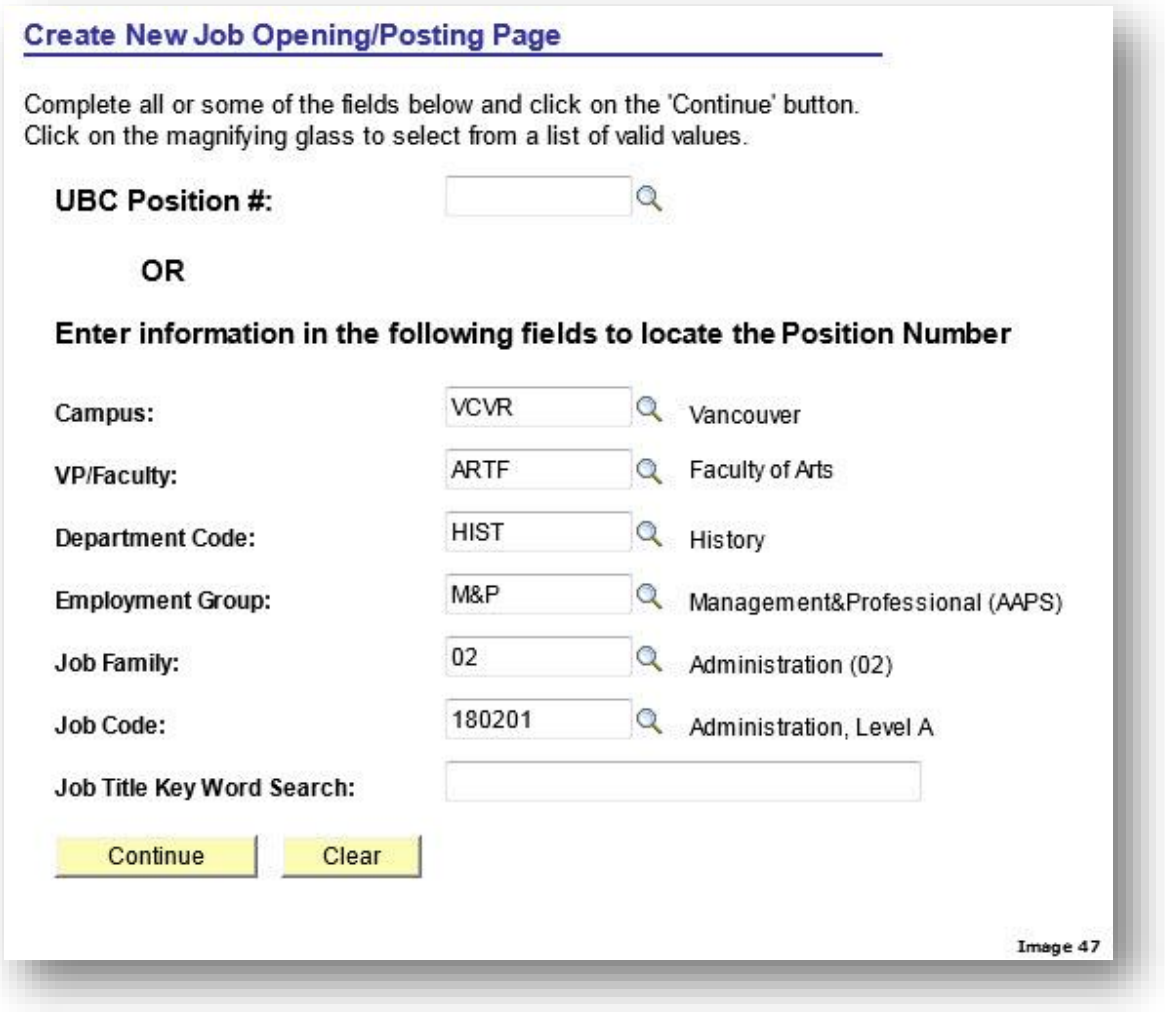
Navigation: **Recruitment>New Job Openings/Postings>Create New Job Opening/Posting**

2.1.1 Search for a position

All job openings are created using an approved position which includes a job description.

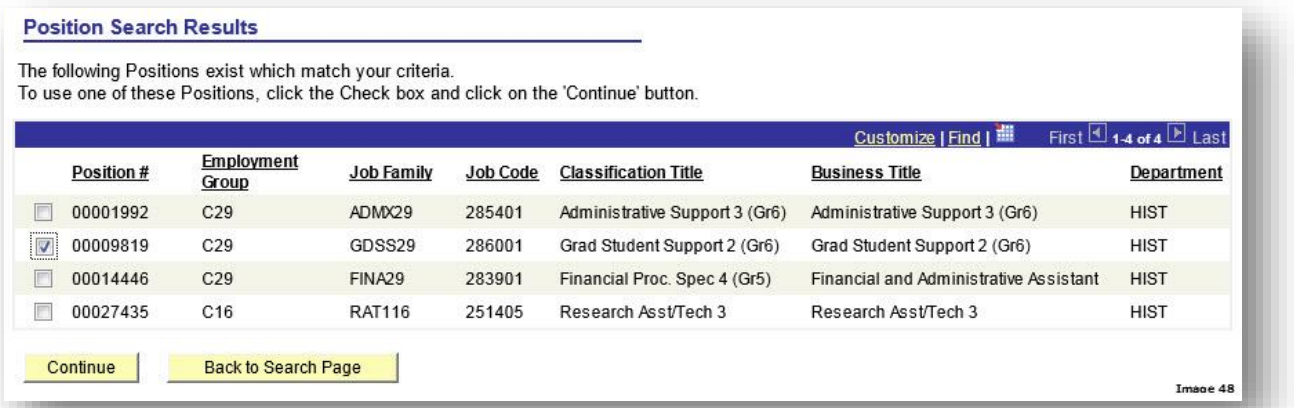
Enter the Position Number you wish to use to create your Job Opening/Posting or if you don't know the code, click on the magnifying glass for a list of valid values or search for it using the various search fields (Campus, VP/Faculty, Department, etc.).

Click on Continue


Create New Job Opening/Posting Page
Complete all or some of the fields below and click on the 'Continue' button.
Click on the magnifying glass to select from a list of valid values.
UBC Position #:
OR
Enter information in the following fields to locate the Position Number
Campus: VCVR Vancouver
VP/Faculty: ARTF Faculty of Arts
Department Code: HIST History
Employment Group: M&P Management&Professional (AAPS)
Job Family: 02 Administration (02)
Job Code: 180201 Administration, Level A
Job Title Key Word Search:
Continue
Clear
Image 47

Only those positions which match the criteria below will be available for selection:

- Overall position status is '***OK for eRecruit and ePAF***';
- '***Will you be posting this position?***' checkbox in Position Management is checked on.

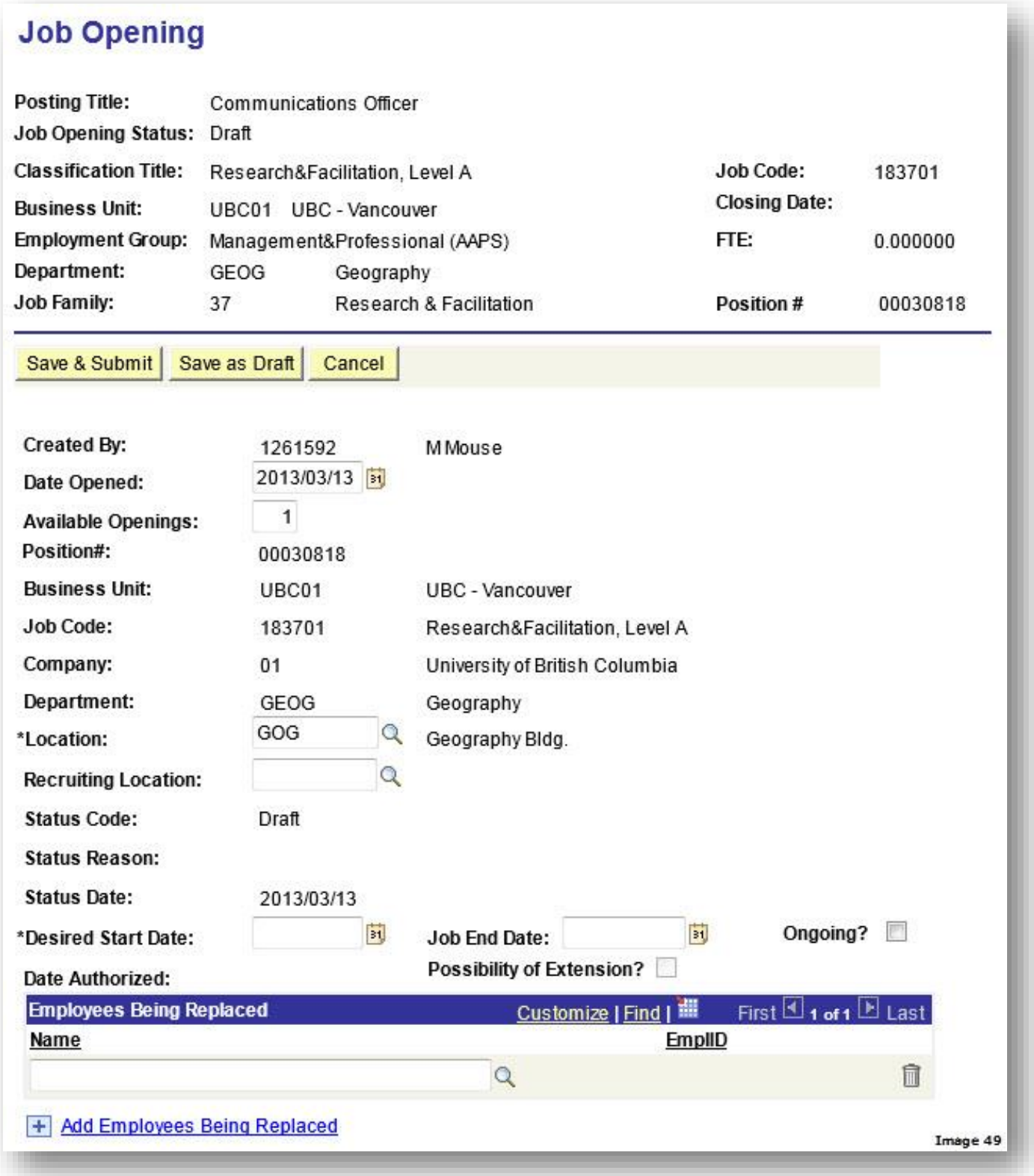

Position Search Results
The following Positions exist which match your criteria.
To use one of these Positions, click the Check box and click on the 'Continue' button.
Customize | Find | First 1-4 of 4 Last
Position # | Employment Group | Job Family | Job Code | Classification Title | Business Title | Department
00001992 | C29 | ADMX29 | 285401 | Administrative Support 3 (Gr6) | Administrative Support 3 (Gr6) | HIST
00009819 | C29 | GDSS29 | 286001 | Grad Student Support 2 (Gr6) | Grad Student Support 2 (Gr6) | HIST
00014446 | C29 | FINA29 | 283901 | Financial Proc. Spec 4 (Gr5) | Financial and Administrative Assistant | HIST
00027435 | C16 | RAT116 | 251405 | Research Asst/Tech 3 | Research Asst/Tech 3 | HIST
Continue
Back to Search Page

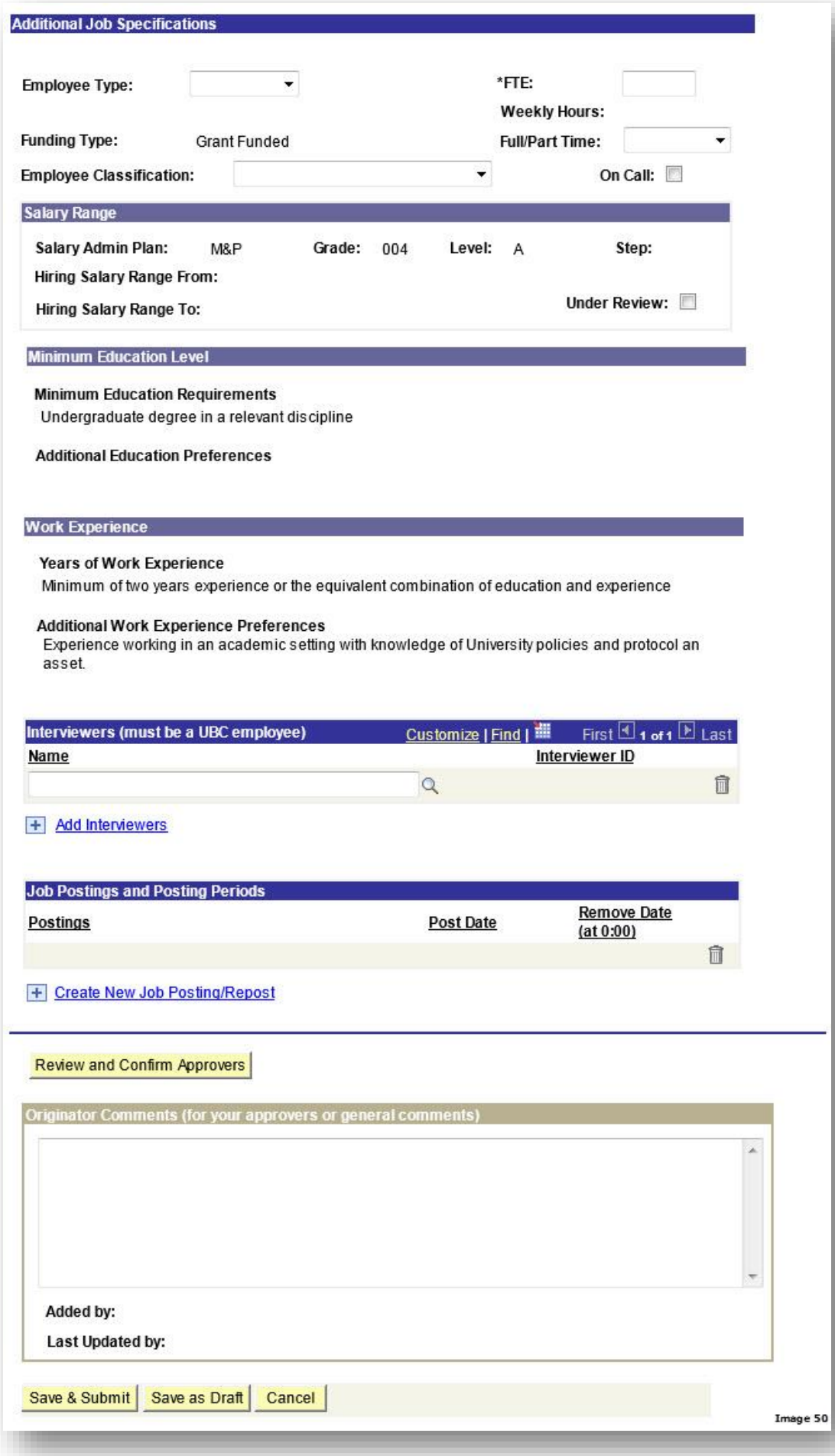
Select the position you wish to create a job opening for.

Click on Continue

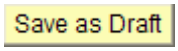
2.1.2 Enter information as required

Complete fields indicated below as required.




Additional Job Specifications
Employee Type:
*FTE:
Weekly Hours:
Funding Type:
Grant Funded
Full/Part Time:
Employee Classification:
On Call:
Salary Range
Salary Admin Plan:
M&P
Grade:
004
Level:
A
Step:
Hiring Salary Range From:
Hiring Salary Range To:
Under Review:
Minimum Education Level
Minimum Education Requirements
Undergraduate degree in a relevant discipline
Additional Education Preferences
Work Experience
Years of Work Experience
Minimum of two years experience or the equivalent combination of education and experience
Additional Work Experience Preferences
Experience working in an academic setting with knowledge of University policies and protocol an asset.
Interviewers (must be a UBC employee)
Customize | Find |
First 1 of 1 Last
Name
Interviewer ID
Add Interviewers
Job Postings and Posting Periods
Postings
Post Date
Remove Date (at 0:00)
Create New Job Posting/Repost
Review and Confirm Approvers
Originator Comments (for your approvers or general comments)
Added by:
Last Updated by:
Save & Submit
Save as Draft
Cancel
Image 50

- **Available Openings**: Enter the number of positions available to be filled.
- **Location**: Choose the building location where the employee will be located.
- **Recruiting Location**: Indicates where the job opening is located (Point Grey Campus, Hospital Site, Agassiz, Robson Square, Kelowna).
- **Desired Start Date**: The approximate start date of the job once filled. This date can be changed at the job offer recruiting stage.
- **Job End Date**: For term positions, the last anticipated date of work.
- **Ongoing**?: For non-term positions, indicate that the job is ongoing.
- **Possibility of Extension**?: For term positions, indicate if there is a possibility that the job will be extended. If unsure, leave field blank.
- **Employees Being Replaced – Name**: Enter the name(s) of the former incumbents of the job opening. For informational purposes only.
- **Employee Type**: Indicate if the job will be filled on an hourly compensation rate basis or a salaried (semi-monthly) basis. This field defaults to 'Salaried' for all Faculty job openings.
- **FTE**: Indicate Full-Time Equivalent percentage. 1.000000 = 100% time; 0.500000 = 50% time. Defaults to 1.000000 is 'Full-Time' is selected.
- **Full/Part Time**: Defaults to Full-Time if FTE = 1.000000 or to Part-Time if FTE is less than 1.000000
- **Employee Classification**: Use for select unionized positions only. Values are: BCGEU (UBCO) – Auxiliary, CUPE 116 Seasonal, Leave Replacement, CUPE 2950 Sessional. This field does not appear for Faculty job openings.
- **On Call**: Use for select unionized positions only. This field does not appear for Faculty job openings.
- **Under Review:** Clicking on this checkbox will remove hiring salary information from the posting and replace it with the wording 'Under Review'.
- **Interviewers:** Enter the selection committee/interview team here. People identified as interview team members can access applications via self-service. Only active UBC employees can be added as interview team members.
- **Create New Job Posting/Repost:** Click on this hyperlink to create new job postings or repost a posting which was closed within the last 90 days (postings closed more than 90 days ago require a new Job Opening).
- **Comments**: Add your comments in respect to this job opening (for yourself or for your approvers).

Click on 

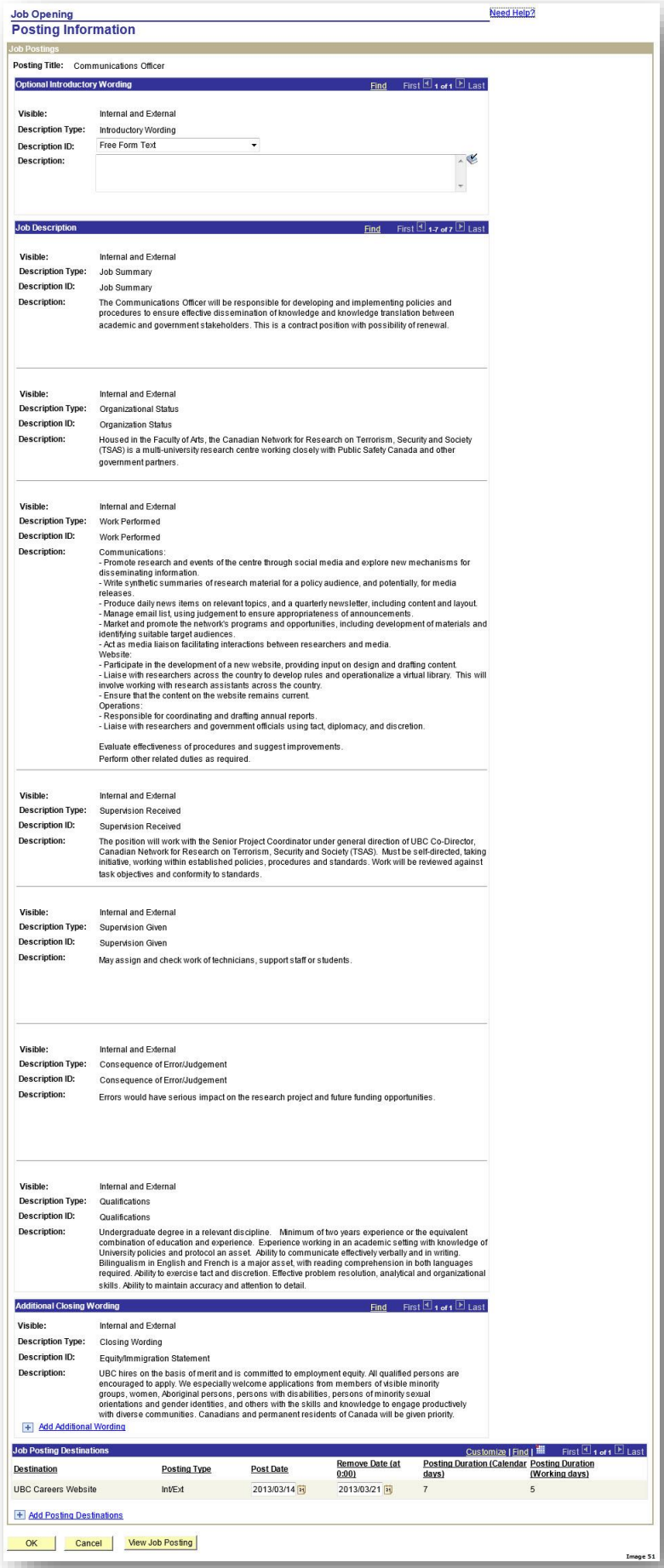
at any time to save partially completed Job Openings.

2.1.3 Create new job posting or repost

Click on the ‘Create New Job Posting/Repost’ link in the Job Opening page. The ‘Posting Information’ page will open.

This page has four sections:

- Optional Introductory Wording
- Job Description
- Additional Closing Wording
- Job Posting Destination



Job Opening

Need Help?

Posting Information

Job Postings

Posting Title: Communications Officer

Optional Introductory Wording Find First 1 of 1 Last

Visible: Internal and External
Description Type: Introductory Wording
Description ID: Free Form Text
Description:

Job Description Find First 1-7 of 7 Last

Visible: Internal and External
Description Type: Job Summary
Description ID: Job Summary
Description: The Communications Officer will be responsible for developing and implementing policies and procedures to ensure effective dissemination of knowledge and knowledge translation between academic and government stakeholders. This is a contract position with possibility of renewal.

Visible: Internal and External
Description Type: Organizational Status
Description ID: Organization Status
Description: Housed in the Faculty of Arts, the Canadian Network for Research on Terrorism, Security and Society (TSAS) is a multi-university research centre working closely with Public Safety Canada and other government partners.

Visible: Internal and External
Description Type: Work Performed
Description ID: Work Performed
Description: Communications:
- Promote research and events of the centre through social media and explore new mechanisms for disseminating information.
- Write synthetic summaries of research material for a policy audience, and potentially, for media releases.
- Produce daily news items on relevant topics, and a quarterly newsletter, including content and layout.
- Manage email list, using judgement to ensure appropriateness of announcements.
- Market and promote the network's programs and opportunities, including development of materials and identifying suitable target audiences
- Act as media liaison facilitating interactions between researchers and media.

Website:
- Participate in the development of a new website, providing input on design and drafting content.
- Liaise with researchers across the country to develop rules and operationalize a virtual library. This will involve working with research assistants across the country.
- Ensure that the content on the website remains current.

Operations:
- Responsible for coordinating and drafting annual reports.
- Liaise with researchers and government officials using tact, diplomacy, and discretion.

Evaluate effectiveness of procedures and suggest improvements.
Perform other related duties as required.

Visible: Internal and External
Description Type: Supervision Received
Description ID: Supervision Received
Description: The position will work with the Senior Project Coordinator under general direction of UBC Co-Director, Canadian Network for Research on Terrorism, Security and Society (TSAS). Must be self-directed, taking initiative, working within established policies, procedures and standards. Work will be reviewed against task objectives and conformity to standards.

Visible: Internal and External
Description Type: Supervision Given
Description ID: Supervision Given
Description: May assign and check work of technicians, support staff or students.

Visible: Internal and External
Description Type: Consequence of Error/Judgement
Description ID: Consequence of Error/Judgement
Description: Errors would have serious impact on the research project and future funding opportunities.

Visible: Internal and External
Description Type: Qualifications
Description ID: Qualifications
Description: Undergraduate degree in a relevant discipline. Minimum of two years experience or the equivalent combination of education and experience. Experience working in an academic setting with knowledge of University policies and protocol an asset. Ability to communicate effectively verbally and in writing. Bilingualism in English and French is a major asset, with reading comprehension in both languages required. Ability to exercise tact and discretion. Effective problem resolution, analytical and organizational skills. Ability to maintain accuracy and attention to detail.

Additional Closing Wording Find First 1 of 1 Last

Visible: Internal and External
Description Type: Closing Wording
Description ID: Equity/Immigration Statement
Description: UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.

Add Additional Wording

Job Posting Destinations Customize | Find | First 1 of 1 Last

Destination	Posting Type	Post Date	Remove Date (at 0:00)	Posting Duration (Calendar days)	Posting Duration (Working days)
UBC Careers Website	Int/Ext	2013/03/14	2013/03/21	7	5

Add Posting Destinations

OK Cancel View Job Posting

Image 51

Optional Introductory Wording

This section is completely optional.

Any text can be added which will appear as the first paragraph in your job posting, above the job description.

This is where Internal Riders notification statement can be added for non-union positions. Or if you're re-posting your job opening for the purposes of accepting applicants responding to a positing advertised externally (i.e., newspaper, job board), you can insert the 'External Ad' text notification statement.

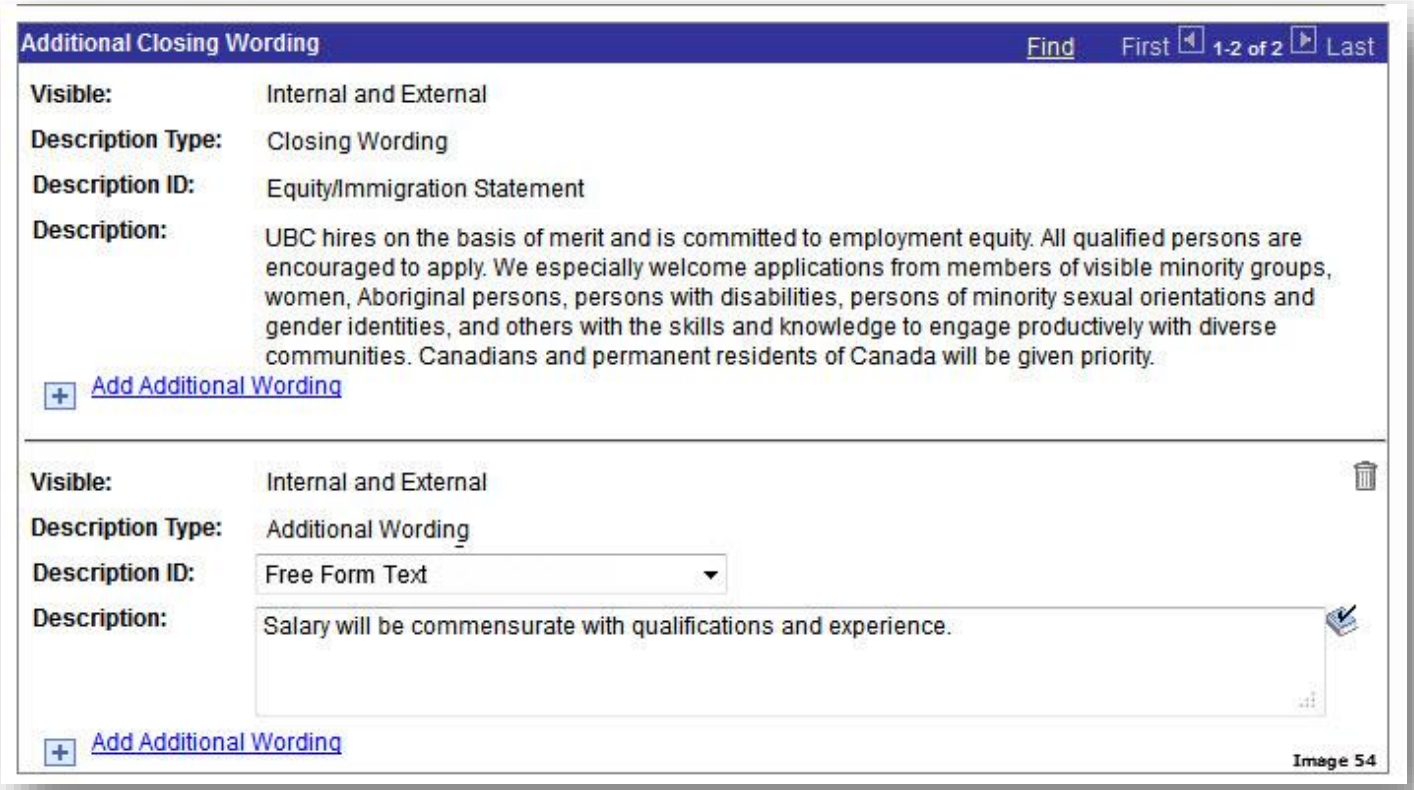
Important: Spell check any text you enter using the icon.

Job Description

- The above box is representative of the 7 paragraphs normally found in a staff job description. The job Description section is mandatory and defaults from Position Management.
- Text in this section is display only and cannot be modified on this page.
- Modifications must be made in the Position Management and may require you to create a new Job Opening.

Important: Spell check any text you enter using the icon.

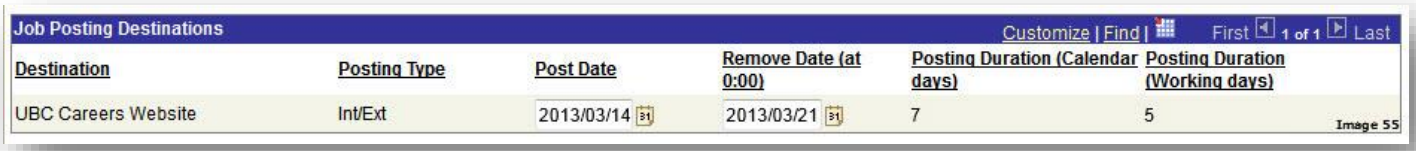
Additional Closing Wording


Additional Closing Wording
Find
First 1-2 of 2 Last
Visible:
Internal and External
Description Type:
Closing Wording
Description ID:
Equity/Immigration Statement
Description:
UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.
Add Additional Wording
Visible:
Internal and External
Description Type:
Additional Wording
Description ID:
Free Form Text
Description:
Salary will be commensurate with qualifications and experience.
Add Additional Wording
Image 54

- The Equity/Immigration Statement is mandatory and automatically appears on all postings. This text is non-updateable. Changes to the equity statement must be requested through Faculty Relations or Human Resources Advisory Services.
- Additional wording with pre-written text is currently available for:
    - Free form text
    - Hyperlink to Department website

Important: Spell check any text you enter using the icon.

Job Posting Destinations

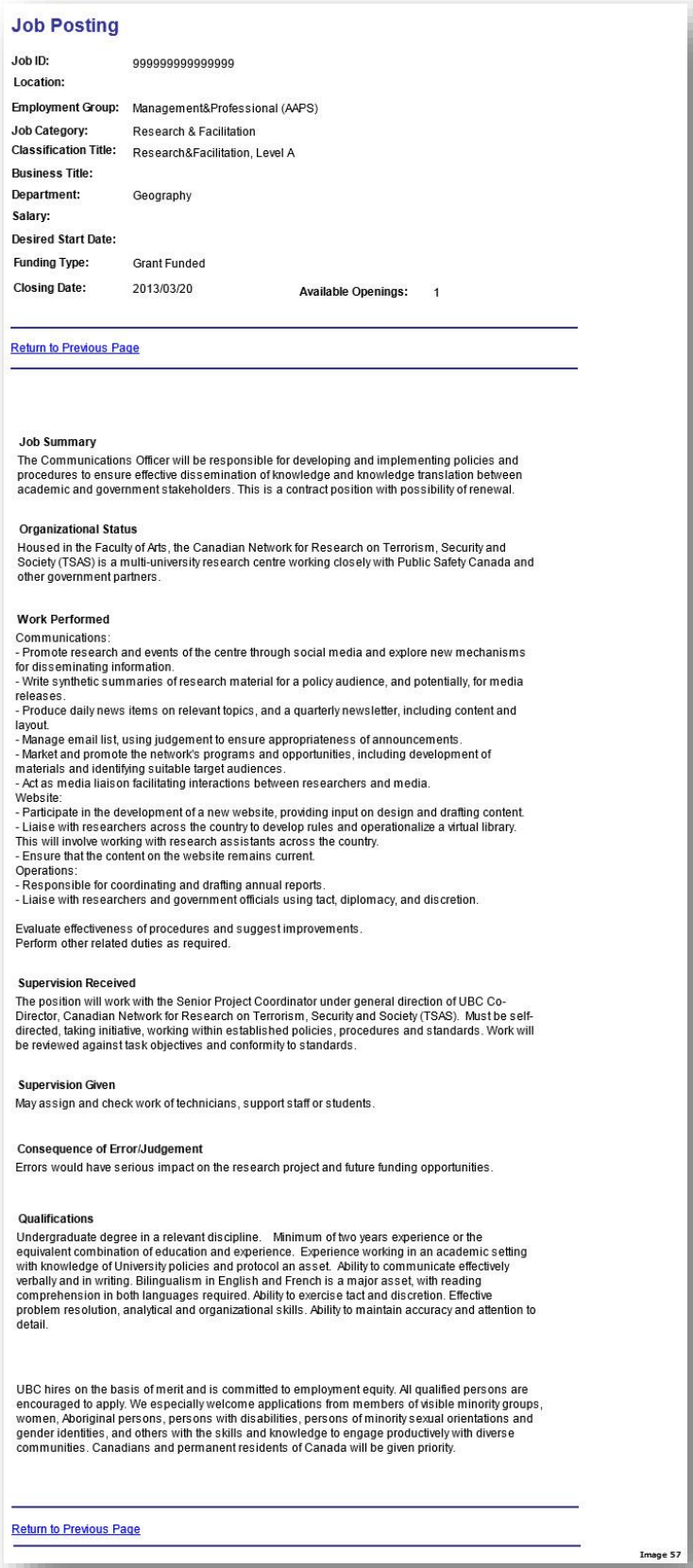


- **Destination**: 'UBC Careers Website' defaults for all postings and is mandatory. To add more posting destinations, click on the 'Add Posting Destinations' hyperlink. Additional destination values are: AUCC University Affairs, CAUT Bulletin, Executive Search, Globe & Mail, Other, UBC Careers Website, Vancouver Province, Vancouver Sun. Note that UBC eRecruit is not integrated with these additional posting destinations. Their use is for informational purposes only.
- To record the name of a publication not included in the drop-down list, select 'Other'. A text box will then display where you can enter the specific name of the publication.

- **Posting Type**: Defines posting audience – Internal/External Applicants. All UBC postings are open to internal and external applicants.
- **Post Date**: First day posting will appear in UBC Careers website. Defaults to the next calendar day, to ensure postings are available to applicants for the full number of days in the posting period, but may be changed to a future date. Post dates will be automatically adjusted if Job Opening/Posting approval is received after the original post date. For example, you create a job opening March 1, post date is March 2 and you receive approval on March 3. The post date will be adjusted to March 4, the day following the approval.
- **Remove Date**: First day posting will not appear in UBC Careers website (i.e., removed at 0:00 on 'remove date). Defaults to the posting close date based on the posting duration prescribed by the given employment group (note that some employment groups do not have prescribed posting periods).
- **Posting Duration**: System calculates the posting duration in calendar days as well as business days, excluding public holidays.
- **Upload Publication Ad**: Upload a scanned version of your publication ad. Click on the garbage can to delete it.

- **Posting dates are based on a 24-hour clock.**
- **Posting first appears on UBC Careers at 0:00 on the 'Post Date' specified.**
- **Postings are removed from UBC Careers at 0:00 on 'Remove Date' specified -- postings will not appear on the 'Remove Date'.**

View Job Posting



Job Posting

Job ID: 999999999999999
Location:
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A
Business Title:
Department: Geography
Salary:
Desired Start Date:
Funding Type: Grant Funded
Closing Date: 2013/03/20 **Available Openings:** 1

Return to Previous Page

Job Summary
The Communications Officer will be responsible for developing and implementing policies and procedures to ensure effective dissemination of knowledge and knowledge translation between academic and government stakeholders. This is a contract position with possibility of renewal.

Organizational Status
Housed in the Faculty of Arts, the Canadian Network for Research on Terrorism, Security and Society (TSAS) is a multi-university research centre working closely with Public Safety Canada and other government partners.

Work Performed
Communications:
- Promote research and events of the centre through social media and explore new mechanisms for disseminating information.
- Write synthetic summaries of research material for a policy audience, and potentially, for media releases.
- Produce daily news items on relevant topics, and a quarterly newsletter, including content and layout.
- Manage email list, using judgement to ensure appropriateness of announcements.
- Market and promote the network's programs and opportunities, including development of materials and identifying suitable target audiences.
- Act as media liaison facilitating interactions between researchers and media.

Website:
- Participate in the development of a new website, providing input on design and drafting content.
- Liaise with researchers across the country to develop rules and operationalize a virtual library. This will involve working with research assistants across the country.
- Ensure that the content on the website remains current.

Operations:
- Responsible for coordinating and drafting annual reports.
- Liaise with researchers and government officials using tact, diplomacy, and discretion.

Evaluate effectiveness of procedures and suggest improvements.
Perform other related duties as required.

Supervision Received
The position will work with the Senior Project Coordinator under general direction of UBC Co-Director, Canadian Network for Research on Terrorism, Security and Society (TSAS). Must be self-directed, taking initiative, working within established policies, procedures and standards. Work will be reviewed against task objectives and conformity to standards.

Supervision Given
May assign and check work of technicians, support staff or students.

Consequence of Error/Judgement
Errors would have serious impact on the research project and future funding opportunities.

Qualifications
Undergraduate degree in a relevant discipline. Minimum of two years experience or the equivalent combination of education and experience. Experience working in an academic setting with knowledge of University policies and protocol an asset. Ability to communicate effectively verbally and in writing. Bilingualism in English and French is a major asset, with reading comprehension in both languages required. Ability to exercise tact and discretion. Effective problem resolution, analytical and organizational skills. Ability to maintain accuracy and attention to detail.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.

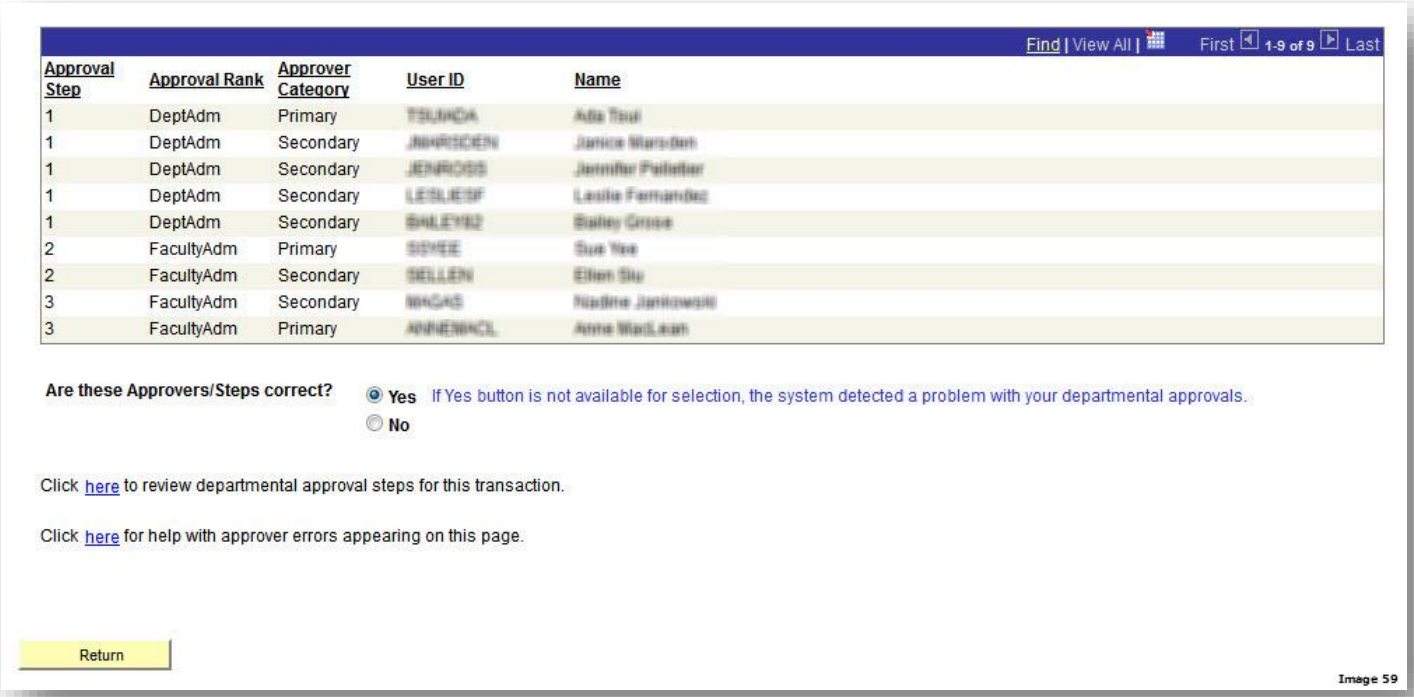
Return to Previous Page

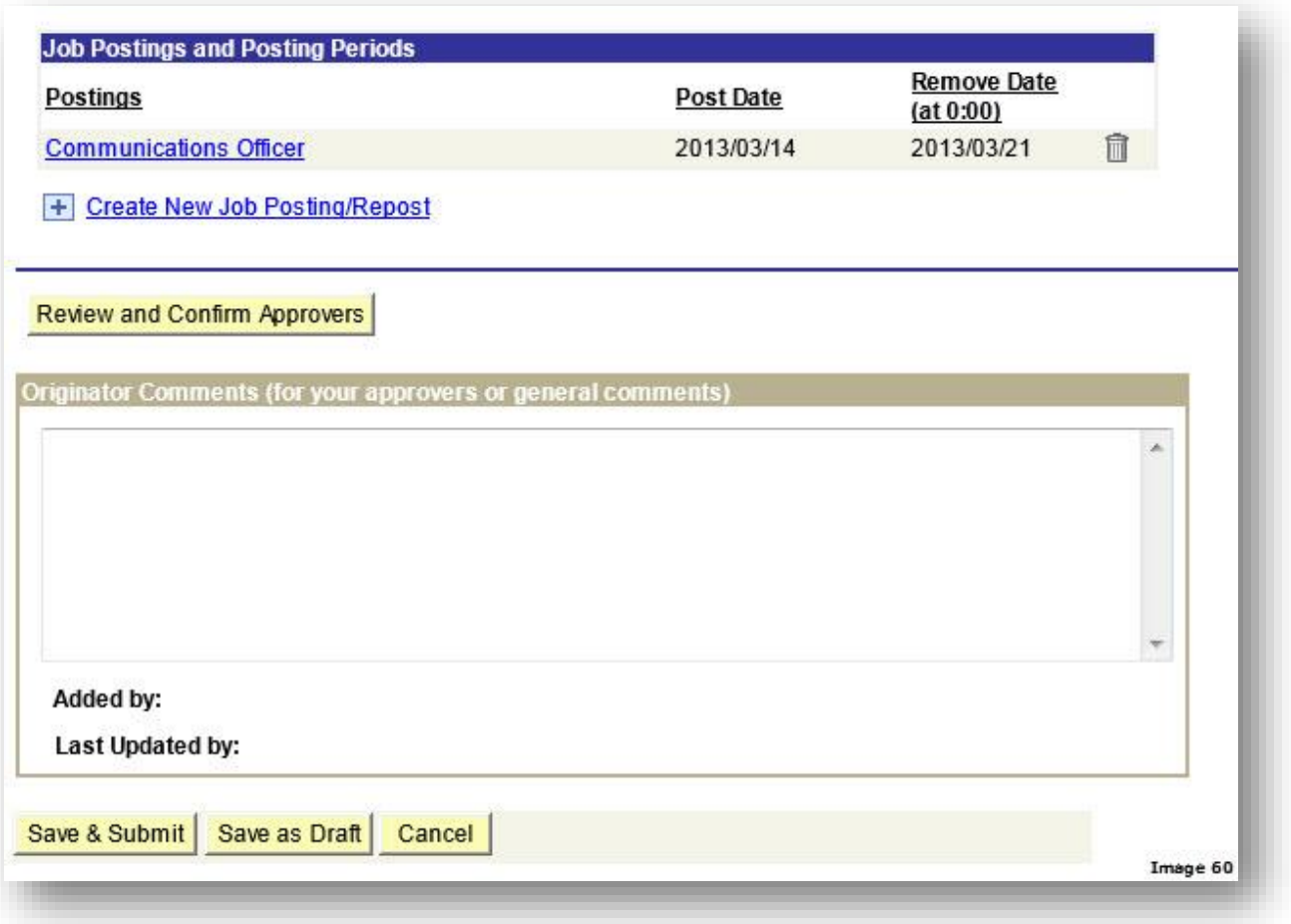
Image 57

Submit Job Opening for Approval

Before you can Save & Submit a Job Opening for approval, you need to first confirm the approvers.

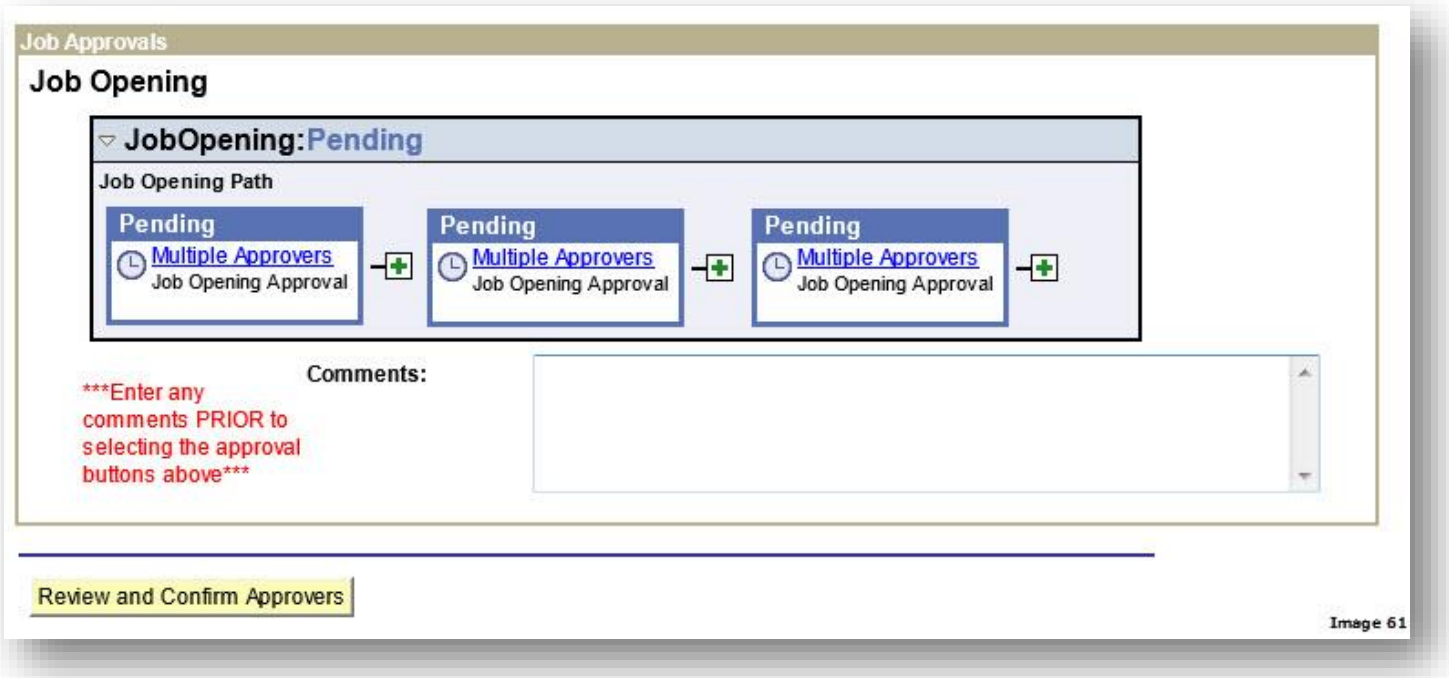
Click on Review and Confirm Approvers


Find | View All | First 1-9 of 9 Last
Approval Step
Approval Rank
Approver Category
User ID
Name
1 DeptAdm Primary
1 DeptAdm Secondary
1 DeptAdm Secondary
1 DeptAdm Secondary
1 DeptAdm Secondary
2 FacultyAdm Primary
2 FacultyAdm Secondary
3 FacultyAdm Secondary
3 FacultyAdm Primary
Are these Approvers/Steps correct?
Yes
If Yes button is not available for selection, the system detected a problem with your departmental approvals.
No
Click here to review departmental approval steps for this transaction.
Click here for help with approver errors appearing on this page.
Return
Image 59



Click on Save & Submit to save Job Opening/Posting and submit for approval.

Approval page appears with name of the person the Job Opening was routed to for approval.



Note: All job openings/postings require approval.

2.2 Job Opening/Posting Approval Process

2.2.1 Approver is notified and accesses worklist

Approver is notified and accesses approval request either through the email notification or the PeopleSoft Worklist page.

Sample approval request email sent automatically to approver:

Approval is Requested for Job Opening (14095) Professor (tenure)

kathy@hr.ubc.ca
Sent: Tue 2/05/13 4:33 PM
To: Cen, Michael

A job opening has been created or updated in the Human Resources Management System (HRMS). Your approval is required.

Job Opening ID: 14095
Posting Title: Administrator

To view this job opening, click on the link below. This link will bring you to your HRMS 'Worklist' page. The transaction will be listed under the 'Work Item' column as an 'Approval Routing'.

https://www.auth.cwl.ubc.ca/auth/login?serviceName=hr_portal_psa&serviceParams=context%3DO%26target%3Dworklist

If you require assistance with approving this position, please go to:

http://www.hr.ubc.ca/information-systems/hrms/hrms-uniform-workflow/quick-help-guides/erecruit-quick-help-guide-for-approvers/

Thank you.

Image 62

Approver's Worklist:

Worklist for TSUMADA, 422 - Tsui,Ada

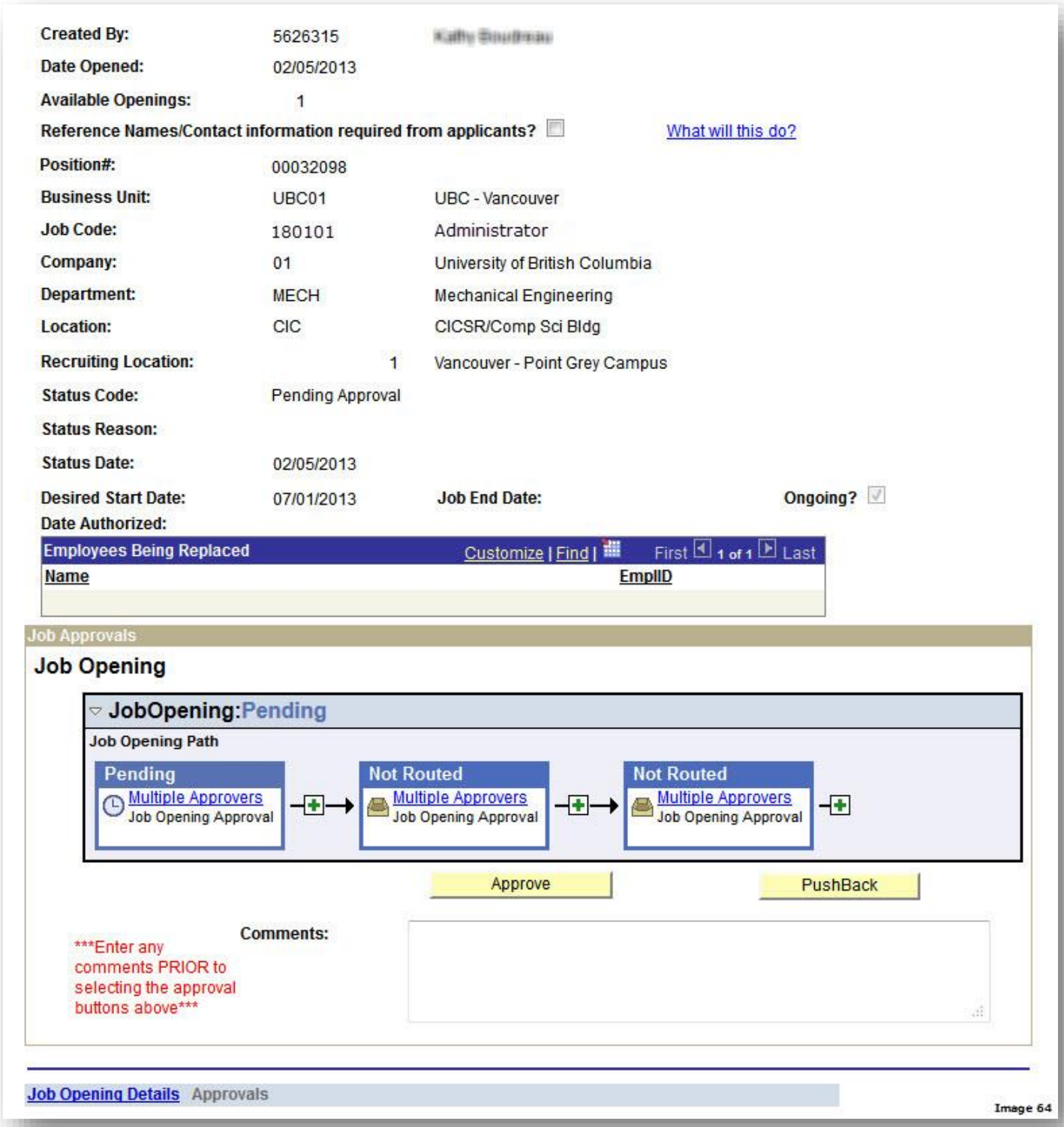
Detail View | Approver Category: Primary Approver | Work List Filters: Approval Routing

Worklist — Customize | Find | View All | First 1-3 of 3 Last

From	Date From	Work Item	Worked By Activity	Priority	Approver Category	Link		
System Administrator	01/25/2013	Approval Routing	Approval Workflow		Primary Approver	Job Opening ID:14091 Dept ID:MECH Union Cd:BOG	Mark Worked	Reassign
System Administrator	01/29/2013	Approval Routing	Approval Workflow		Primary Approver	Job Opening ID:14093 Dept ID:MECH Union Cd:BOG	Mark Worked	Reassign
Hansen,Kathy	02/05/2013	Approval Routing	Approval Workflow		Primary Approver	Job Opening ID:14095 Dept ID:MECH Union Cd:BOG	Mark Worked	Reassign

Image 63

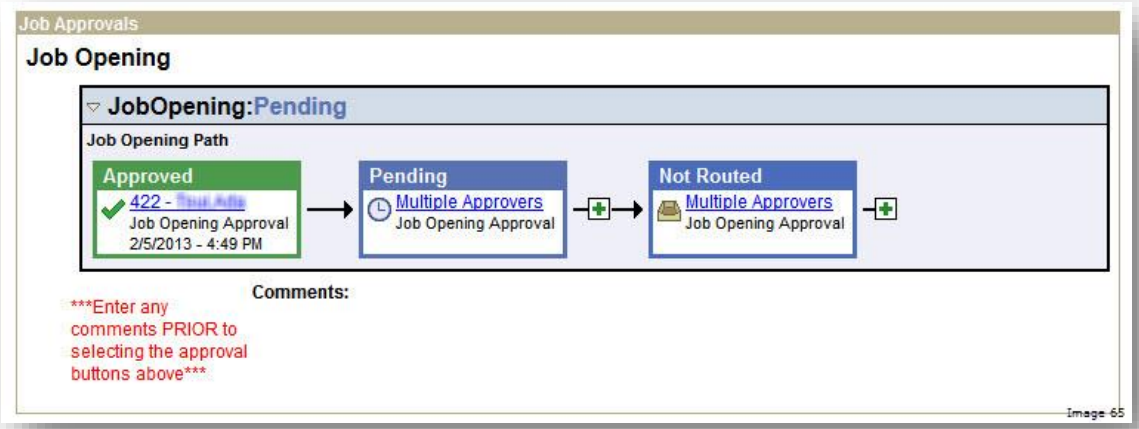
2.2.2 Approver enters approval or pushback



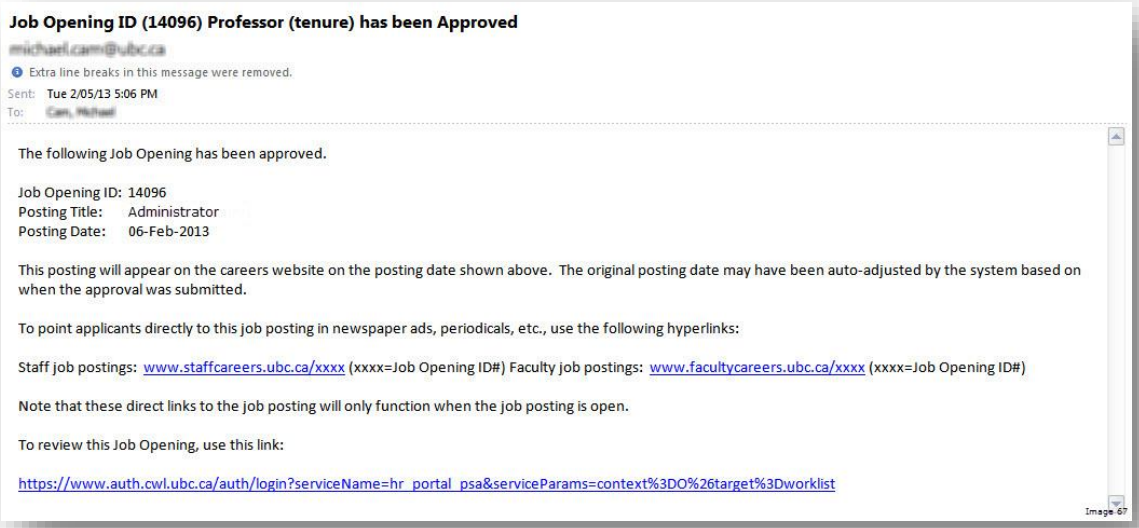
Reason for pushback must be provided in the comments section and must be entered prior to clicking on the pushback button. Comments should include instructions to the originator as to what needs to be modified in the Job Opening/Posting in order to obtain approval.

2.2.3 Job Opening is approved

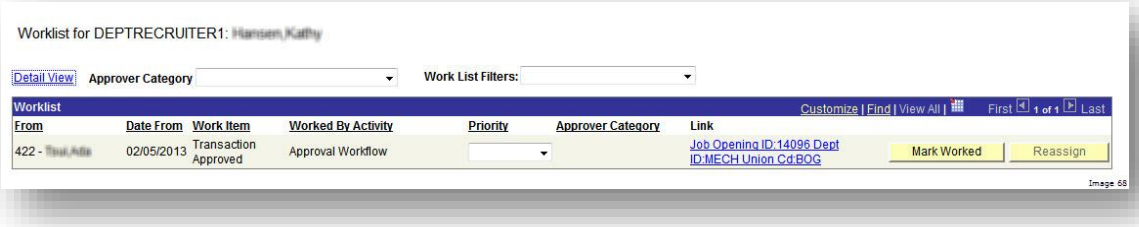
Click on Approve and the workflow reflects the current status.



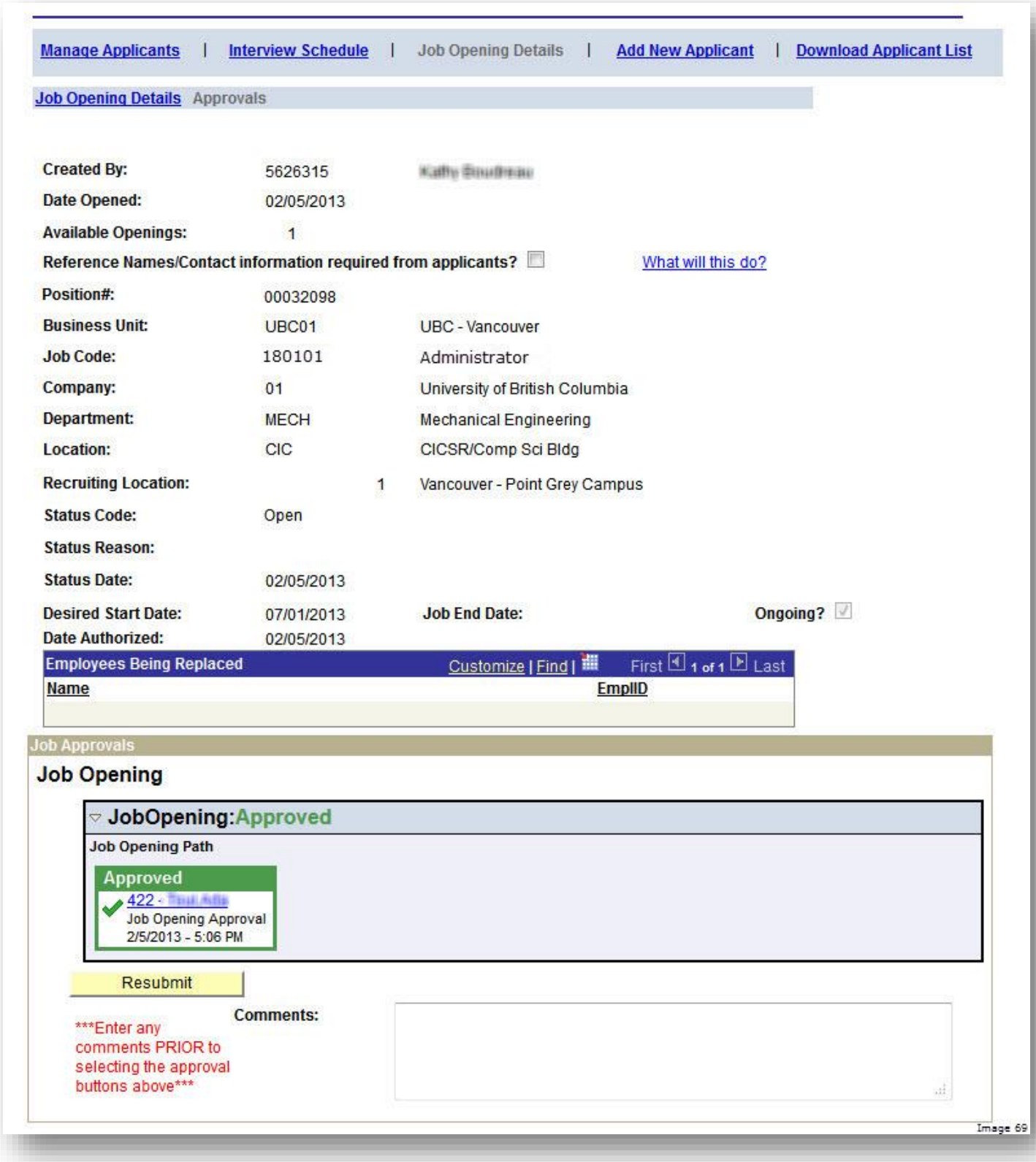
In the case of full approval, originator is informed of Approver's decision via email and Worklist entry is created.


Job Opening ID (14096) Professor (tenure) has been Approved
Extra line breaks in this message were removed.
Sent: Tue 2/05/13 5:06 PM
To:
The following Job Opening has been approved.
Job Opening ID: 14096
Posting Title: Administrator
Posting Date: 06-Feb-2013
This posting will appear on the careers website on the posting date shown above. The original posting date may have been auto-adjusted by the system based on when the approval was submitted.
To point applicants directly to this job posting in newspaper ads, periodicals, etc., use the following hyperlinks:
Staff job postings: www.staffcareers.ubc.ca/xxxx (xxxx=Job Opening ID#) Faculty job postings: www.facultycareers.ubc.ca/xxxx (xxxx=Job Opening ID#)
Note that these direct links to the job posting will only function when the job posting is open.
To review this Job Opening, use this link:
https://www.auth.cwl.ubc.ca/auth/login?serviceName=hr_portal_psa&serviceParams=context%3DO%26target%3Dworklist
Image 67

Worklist Item Approved:



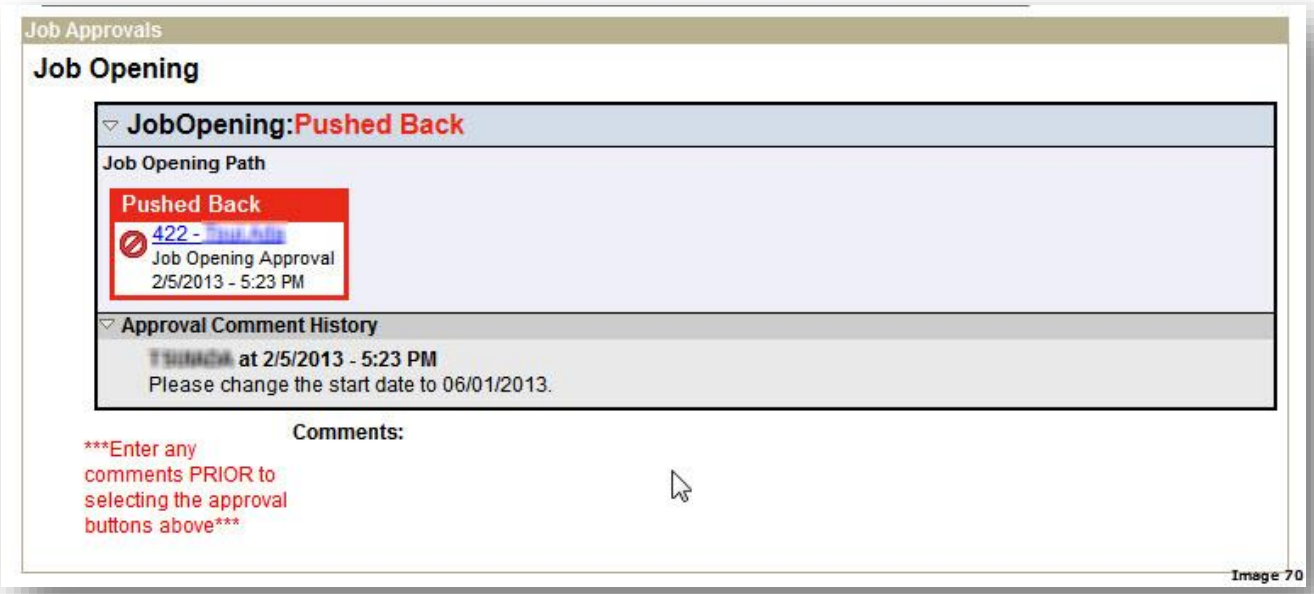
Originator can access the Job Opening to review approval and any comments from approver.



Once approval on Job Opening is received, the job posting will become available to applicants the following day or on the 'Post Date' if in the future. In all cases, postings will not become available to applicants until approval has been received.

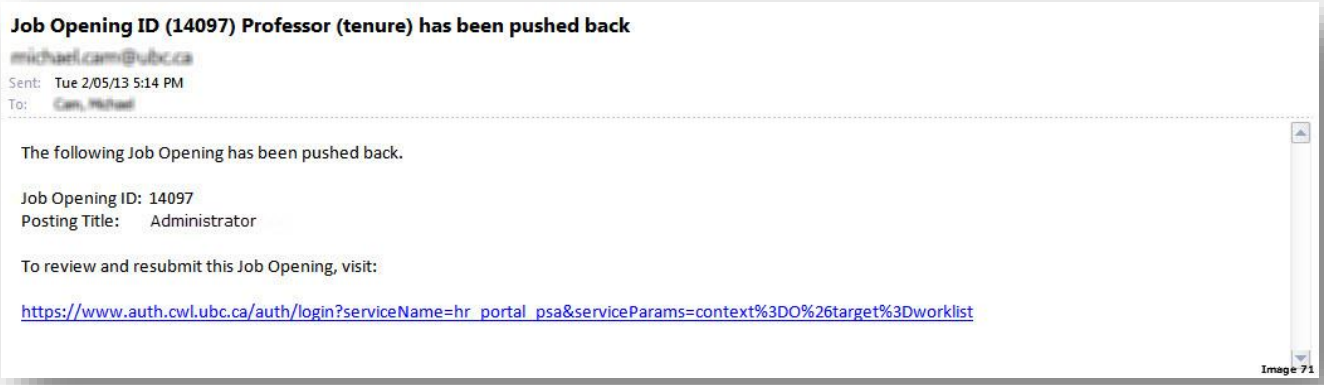
Job Opening is pushed back

Click on PushBack and the workflow reflects the current status.

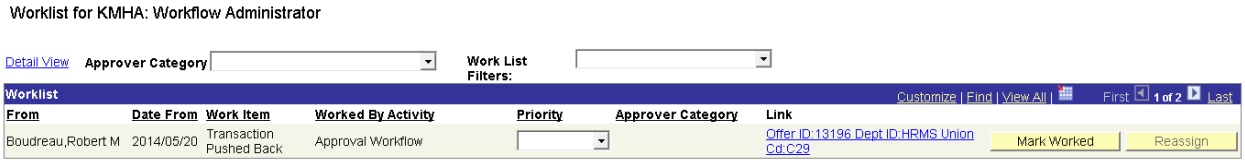


In the case of a pushback, originator is informed of Approver's decision via email and Worklist entry is created.

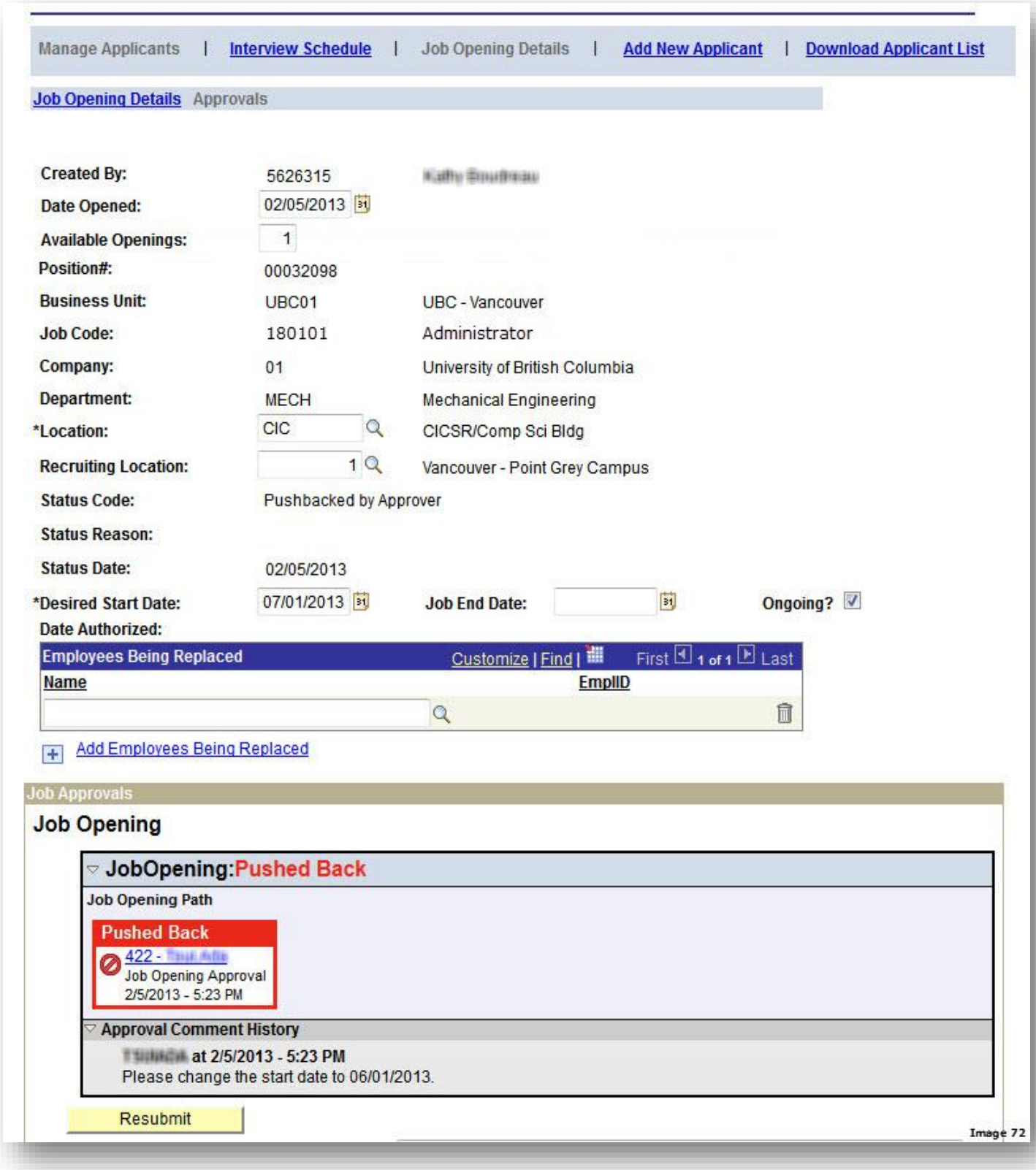
Sample email of a pushback notification:


Job Opening ID (14097) Professor (tenure) has been pushed back
Sent: Tue 2/05/13 5:14 PM
To:
The following Job Opening has been pushed back.
Job Opening ID: 14097
Posting Title: Administrator
To review and resubmit this Job Opening, visit:
https://www.auth.cwl.ubc.ca/auth/login?serviceName=hr_portal_psa&serviceParams=context%3DO%26target%3Dworklist
Image 71

Worklist Item for pushback:



Originator accesses the Job Opening to review comments from Approver and reason for pushback.


Manage Applicants | Interview Schedule | Job Opening Details | Add New Applicant | Download Applicant List
Job Opening Details Approvals
Created By: 5626315
Date Opened: 02/05/2013
Available Openings: 1
Position#: 00032098
Business Unit: UBC01 UBC - Vancouver
Job Code: 180101 Administrator
Company: 01 University of British Columbia
Department: MECH Mechanical Engineering
*Location: CIC CICSR/Comp Sci Bldg
Recruiting Location: 1 Vancouver - Point Grey Campus
Status Code: Pushbacked by Approver
Status Reason:
Status Date: 02/05/2013
*Desired Start Date: 07/01/2013 Job End Date: Ongoing?
Date Authorized:
Employees Being Replaced Customize | Find | First 1 of 1 Last
Name EmplID
Add Employees Being Replaced
Job Approvals
Job Opening
JobOpening:Pushed Back
Job Opening Path
Pushed Back
422 -
Job Opening Approval
2/5/2013 - 5:23 PM
Approval Comment History
at 2/5/2013 - 5:23 PM
Please change the start date to 06/01/2013.
Resubmit
Image 72

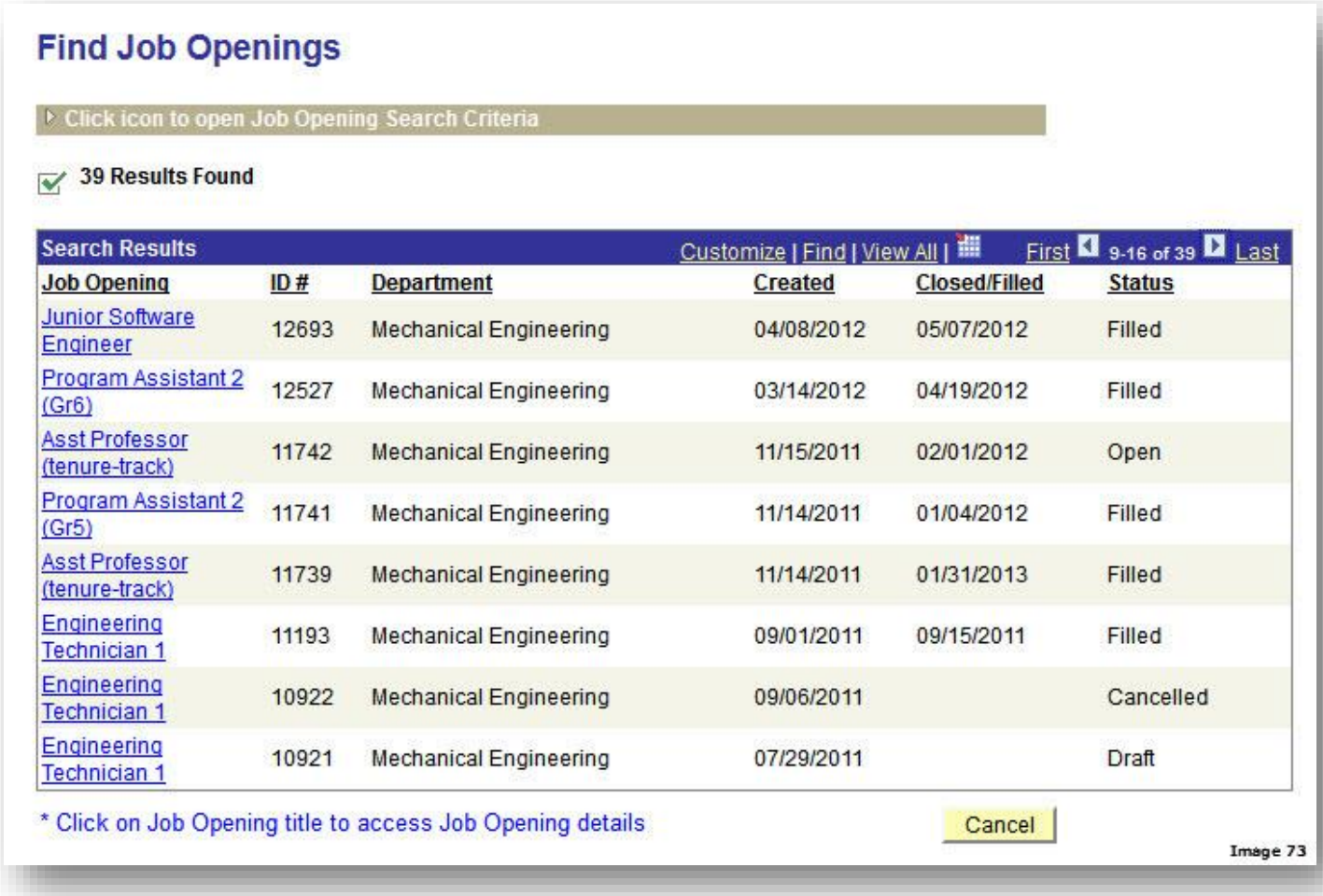
Originator makes recommended changes to Job Opening/Posting and clicks on Resubmit button and approval process repeats itself until an approval is received.

2.3 Repost a Job Posting

Job postings can be reposted within 90 days without re-approval. Reposts after the 90-day period, require you to create a new job opening and go through the approval process.

To repost a job, navigate to: **Manage Applicants and Openings**. Open your Job Opening and click on the **Job Opening Details** link.

Go to the bottom of the page to the 'Job Postings and Posting Periods' section. Click on **Create New Job Posting/Repost** to insert a new posting.



Find Job Openings

Click icon to open Job Opening Search Criteria

39 Results Found

Search Results — Customize | Find | View All | First 9-16 of 39 Last

Job Opening	ID #	Department	Created	Closed/Filled	Status
Junior Software Engineer	12693	Mechanical Engineering	04/08/2012	05/07/2012	Filled
Program Assistant 2 (Gr6)	12527	Mechanical Engineering	03/14/2012	04/19/2012	Filled
Asst Professor (tenure-track)	11742	Mechanical Engineering	11/15/2011	02/01/2012	Open
Program Assistant 2 (Gr5)	11741	Mechanical Engineering	11/14/2011	01/04/2012	Filled
Asst Professor (tenure-track)	11739	Mechanical Engineering	11/14/2011	01/31/2013	Filled
Engineering Technician 1	11193	Mechanical Engineering	09/01/2011	09/15/2011	Filled
Engineering Technician 1	10922	Mechanical Engineering	09/06/2011		Cancelled
Engineering Technician 1	10921	Mechanical Engineering	07/29/2011		Draft

* Click on Job Opening title to access Job Opening details

Cancel

Image 73

Job Opening

Job ID: 11742
Location: Vancouver - Point Grey Campus
Employment Group: Faculty (Fac Assn)
Business title: Administrator
Department: Mechanical Engineering
Full/Part Time: Full-Time **FTE:** 1.000000
Desired Start Date: 07/01/2012
Job End Date:
Funding Type: Budget Funded
Other:
Closing Date: 01/31/2012 **Available Openings:** 1

Manage Applicants | Interview Schedule | Job Opening Details | Add New Applicant | Download Applicant List

Manage Applicants

Display: All Shortlisting Rules & Guidelines

Applicants — Customize | Find | First 1-280 of 280 Last

	CDN Citizen?	Applicant Name	ID	Current Relationship with UBC	Disposition	Resume/CV	Last Updated	*Take Action	Comments
	No	[redacted]	102502	External Applicant	Decline		02/29/2012 11:15AM	*Select Action...	
	No	[redacted]	105669	External Applicant	Decline		02/23/2012 3:05PM	*Select Action...	

Image 74

Additional Job Specifications

Employee Type: Salaried **FTE:** 1.000000
Funding Type: Budget Funded **Full/Part Time:** Full-Time

Interviewers (must be a UBC employee) — Customize | Find | First 1 of 1 Last

Name	Interviewer ID

Add Interviewers

Job Postings and Posting Periods

Postings	Post Date	Remove Date (at 0:00)
Administrator	11/16/2011	02/01/2012

Create New Job Posting/Repost

Review and Confirm Approvers

Image 75

In the **Job Opening-Posting Information** page, go to the bottom of the page to the 'Job Posting Destinations' section. Review the posting dates to determine when your posting will be reposted and click on OK button.

Note that viewing the job posting at this point using the View Job Posting button, will not show that the posting is a 'Repost'. You must save your data before the posting preview is updated.

Your additional posting should now indicate **(Repost)** in the 'Job Postings and Posting Periods' section.

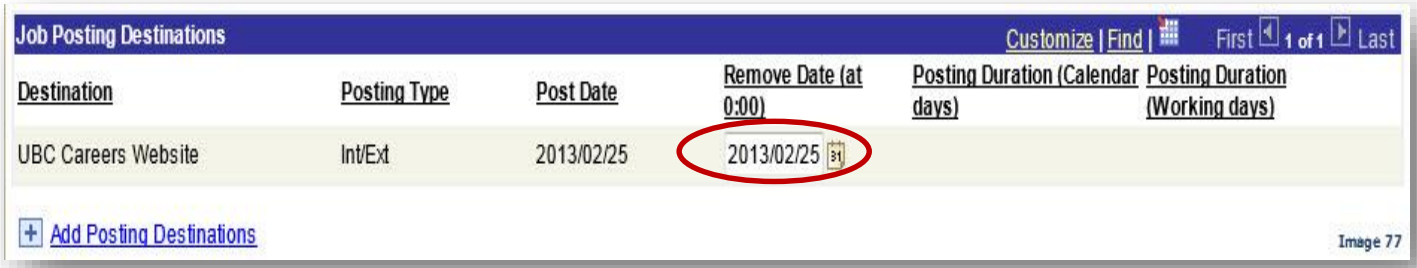
Click on Save to save your work. Your repost will appear the following working day in myCareers.

2.4 Cancel a Job Posting

To remove or cancel a job posting, navigate to: **Manage Applicants and Openings**. Open your Job Opening and click on the **Job Opening Details** link. Go to the 'Job Postings and Posting Periods' section at the bottom of the page and click on the job title, under the 'Postings' heading, to be taken to the 'Job Opening/Posting information' page. Scroll down to the 'Job Posting Destinations' section.

To remove or cancel a job posting, change the 'Remove Date' of the posting to the same date as the 'Post Date'. This will remove the posting from the Careers site immediately.

Note: If applicants have already applied for a posting which you are now cancelling, you should inform them of such (see section 4.10 – Email Applicants).



Click on Save to save your work.

3
Applying for Jobs

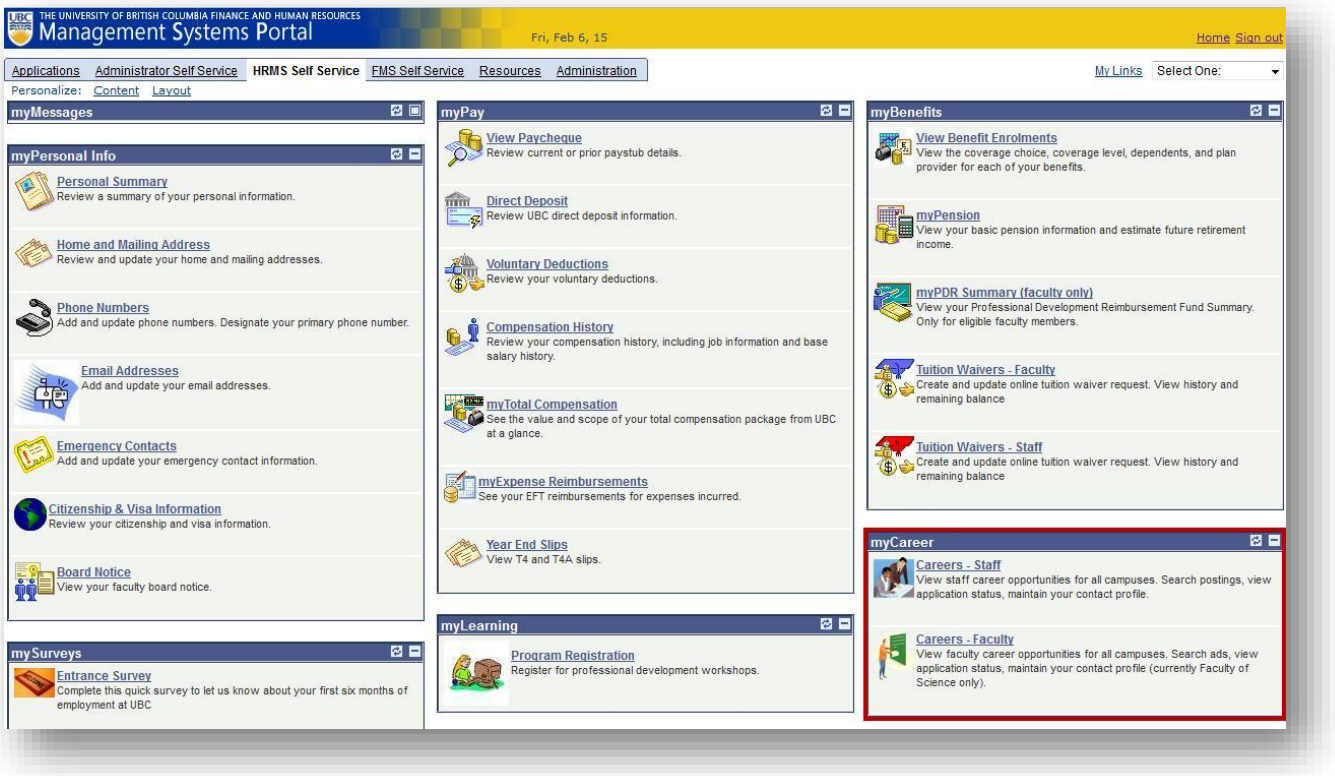
3.1 Apply for a Job Opening

Internal applicants and former employees can view job postings and apply for jobs via UBC's HRMS Self Service application at www.msp.ubc.ca. Applicants must have a valid CWL account.

NOTE: Former employees must have been employed at UBC within the past 18 months and have had an active CWL account prior to leaving the university, otherwise they must use the External applicant method described later in this chapter.

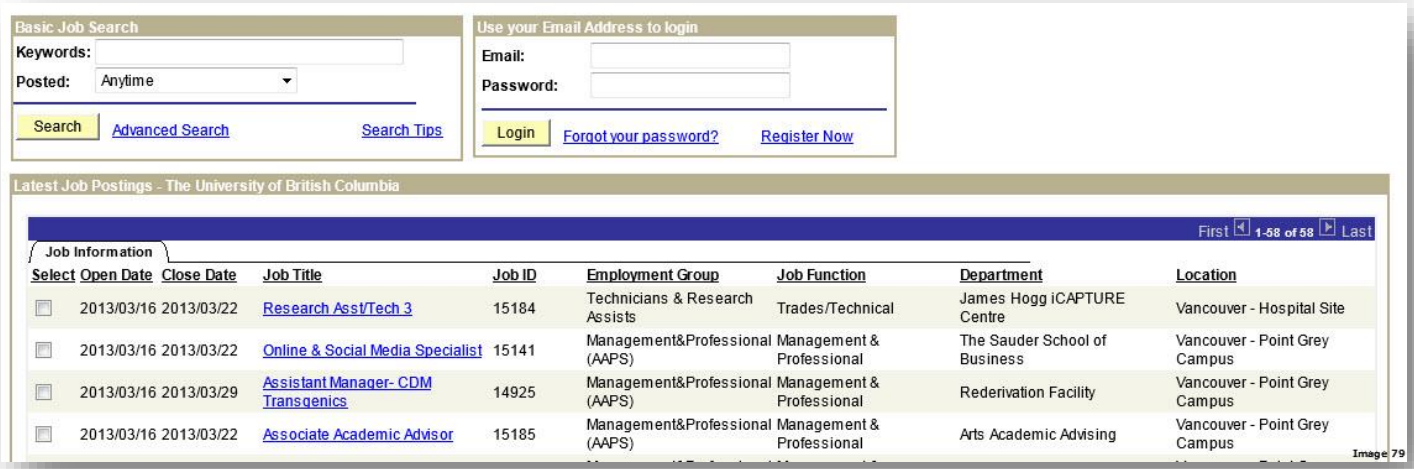
3.1.1 Internal applicants

Go to the **myCareer** portal pagelet.

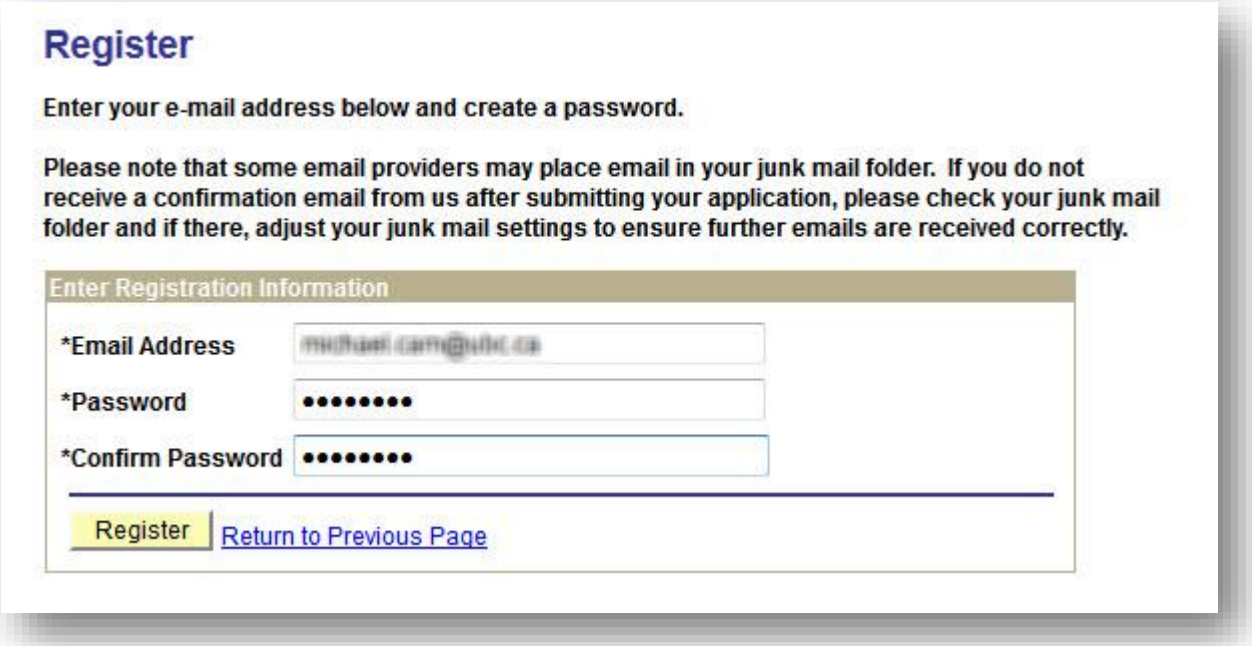

THE UNIVERSITY OF BRITISH COLUMBIA FINANCE AND HUMAN RESOURCES
Management Systems Portal
Fri, Feb 6, 15
Home Sign out
Applications Administrator Self Service HRMS Self Service FMS Self Service Resources Administration
My Links Select One:
Personalize: Content Layout
myMessages
myPersonal Info
Personal Summary
Review a summary of your personal information.
Home and Mailing Address
Review and update your home and mailing addresses.
Phone Numbers
Add and update phone numbers. Designate your primary phone number.
Email Addresses
Add and update your email addresses.
Emergency Contacts
Add and update your emergency contact information.
Citizenship & Visa Information
Review your citizenship and visa information.
Board Notice
View your faculty board notice.
mySurveys
Entrance Survey
Complete this quick survey to let us know about your first six months of employment at UBC
myPay
View Paycheque
Review current or prior paystub details.
Direct Deposit
Review UBC direct deposit information.
Voluntary Deductions
Review your voluntary deductions.
Compensation History
Review your compensation history, including job information and base salary history.
myTotal Compensation
See the value and scope of your total compensation package from UBC at a glance.
myExpense Reimbursements
See your EFT reimbursements for expenses incurred.
Year End Slips
View T4 and T4A slips.
myLearning
Program Registration
Register for professional development workshops.
myBenefits
View Benefit Enrolments
View the coverage choice, coverage level, dependents, and plan provider for each of your benefits.
myPension
View your basic pension information and estimate future retirement income.
myPDR Summary (faculty only)
View your Professional Development Reimbursement Fund Summary. Only for eligible faculty members.
Tuition Waivers - Faculty
Create and update online tuition waiver request. View history and remaining balance
Tuition Waivers - Staff
Create and update online tuition waiver request. View history and remaining balance
myCareer
Careers - Staff
View staff career opportunities for all campuses. Search postings, view application status, maintain your contact profile.
Careers - Faculty
View faculty career opportunities for all campuses. Search ads, view application status, maintain your contact profile (currently Faculty of Science only).

3.1.2 External applicants

External Applicants log in to system via the Human Resources website at: **www.hr.ubc.ca/careers**. They can view and search for job postings but must register themselves in order to apply for jobs. Job postings will appear in the lower portion of the page.

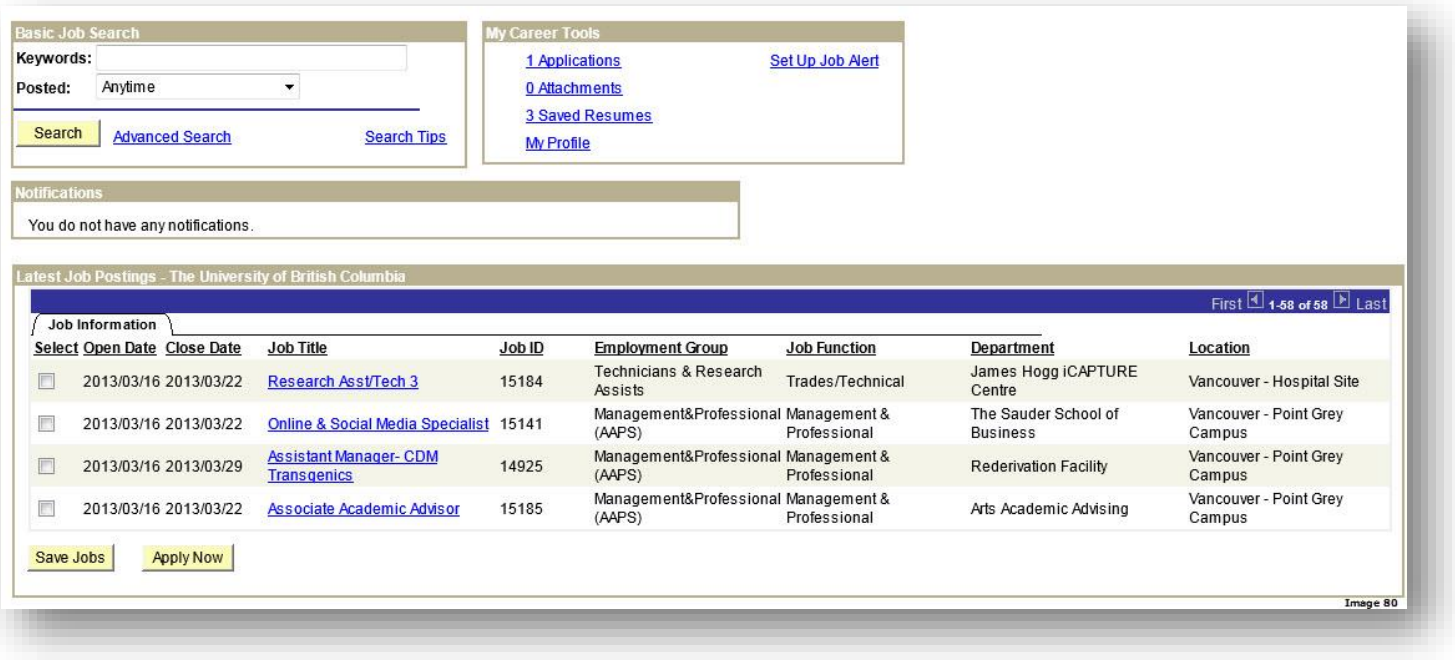

Basic Job Search
Keywords:
Posted: Anytime
Search
Advanced Search
Search Tips
Use your Email Address to login
Email:
Password:
Login
Forgot your password?
Register Now
Latest Job Postings - The University of British Columbia
First 1-58 of 58 Last
Job Information
Select Open Date Close Date Job Title Job ID Employment Group Job Function Department Location
2013/03/16 2013/03/22 Research Asst/Tech 3 15184 Technicians & Research Assists Trades/Technical James Hogg iCAPTURE Centre Vancouver - Hospital Site
2013/03/16 2013/03/22 Online & Social Media Specialist 15141 Management&Professional (AAPS) Management & Professional The Sauder School of Business Vancouver - Point Grey Campus
2013/03/16 2013/03/29 Assistant Manager- CDM Transgenics 14925 Management&Professional (AAPS) Management & Professional Rederivation Facility Vancouver - Point Grey Campus
2013/03/16 2013/03/22 Associate Academic Advisor 15185 Management&Professional (AAPS) Management & Professional Arts Academic Advising Vancouver - Point Grey Campus

If an applicant has registered previously, then they can login with the email and password they registered with. Otherwise, they will need to register by clicking on **'Register Now'**. The following page will appear for them to enter their registration information.


Register
Enter your e-mail address below and create a password.
Please note that some email providers may place email in your junk mail folder. If you do not receive a confirmation email from us after submitting your application, please check your junk mail folder and if there, adjust your junk mail settings to ensure further emails are received correctly.
Enter Registration Information
*Email Address
*Password
*Confirm Password
Register
Return to Previous Page

3.1.3 View and select the job posting

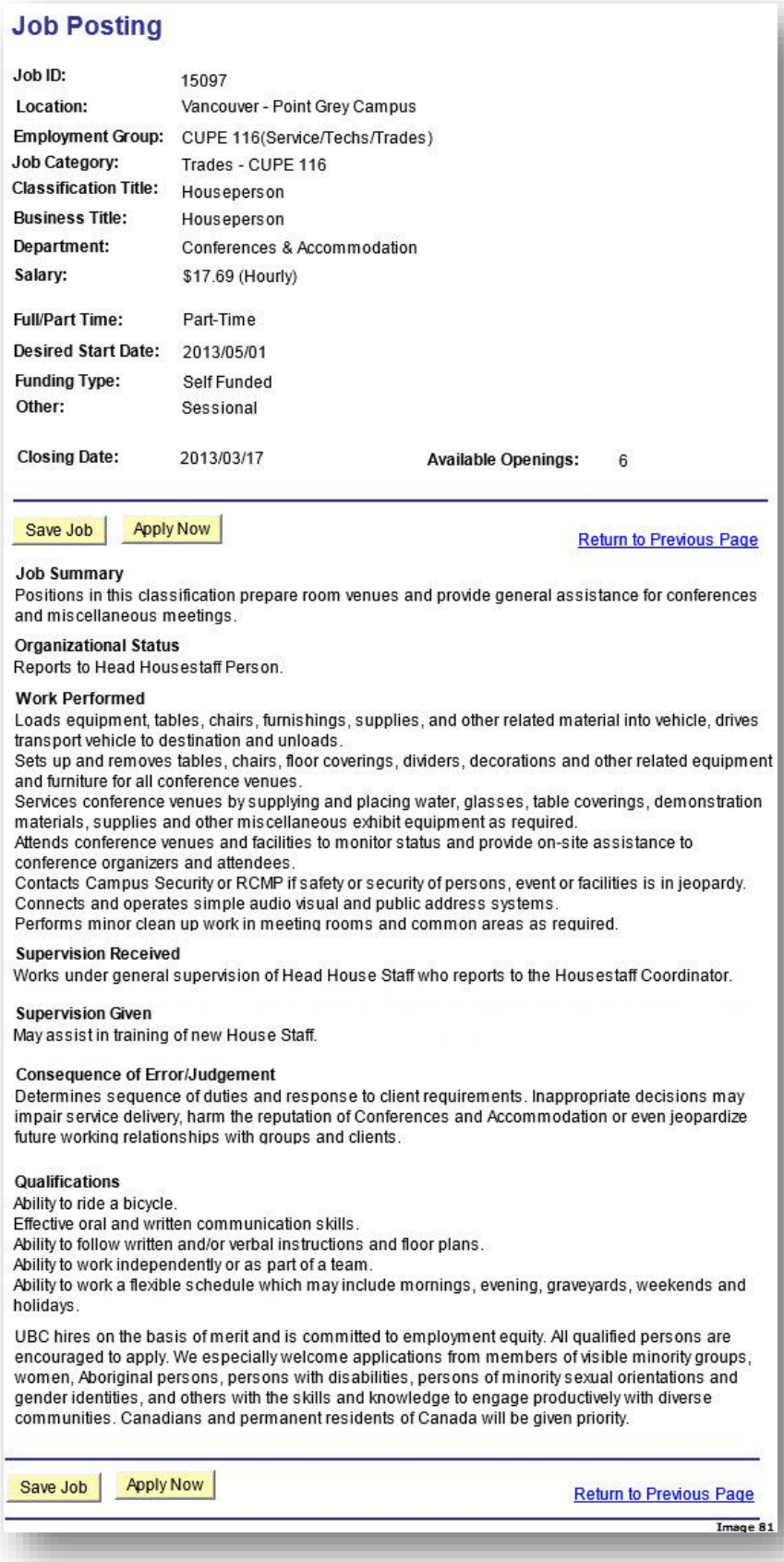
After the applicant has registered or logged in, they will be presented with their careers home page.


Basic Job Search
Keywords:
Posted: Anytime
Search
Advanced Search
Search Tips
My Career Tools
1 Applications
Set Up Job Alert
0 Attachments
3 Saved Resumes
My Profile
Notifications
You do not have any notifications.
Latest Job Postings - The University of British Columbia
First 1-58 of 58 Last
Job Information
Select Open Date Close Date Job Title Job ID Employment Group Job Function Department Location
2013/03/16 2013/03/22 Research Asst/Tech 3 15184 Technicians & Research Assists Trades/Technical James Hogg iCAPTURE Centre Vancouver - Hospital Site
2013/03/16 2013/03/22 Online & Social Media Specialist 15141 Management&Professional (AAPS) Management & Professional The Sauder School of Business Vancouver - Point Grey Campus
2013/03/16 2013/03/29 Assistant Manager- CDM Transgenics 14925 Management&Professional (AAPS) Management & Professional Rederivation Facility Vancouver - Point Grey Campus
2013/03/16 2013/03/22 Associate Academic Advisor 15185 Management&Professional (AAPS) Management & Professional Arts Academic Advising Vancouver - Point Grey Campus
Save Jobs
Apply Now
Image 80

Full job descriptions and more details about the job can be viewed by clicking on the job title hyperlink.

Applicants can also select the job(s) they would like to apply for and click the Apply Now button to continue.

This is the page that shows the full description of the job (after clicking the job title hyperlink).



Job Posting

Job ID:	15097
Location:	Vancouver - Point Grey Campus
Employment Group:	CUPE 116(Service/Techs/Trades)
Job Category:	Trades - CUPE 116
Classification Title:	Houseperson
Business Title:	Houseperson
Department:	Conferences & Accommodation
Salary:	$17.69 (Hourly)
Full/Part Time:	Part-Time
Desired Start Date:	2013/05/01
Funding Type:	Self Funded
Other:	Sessional
Closing Date:	2013/03/17
Available Openings:	6

Save Job | Apply Now | Return to Previous Page

Job Summary
Positions in this classification prepare room venues and provide general assistance for conferences and miscellaneous meetings.

Organizational Status
Reports to Head Housestaff Person.

Work Performed
Loads equipment, tables, chairs, furnishings, supplies, and other related material into vehicle, drives transport vehicle to destination and unloads.
Sets up and removes tables, chairs, floor coverings, dividers, decorations and other related equipment and furniture for all conference venues.
Services conference venues by supplying and placing water, glasses, table coverings, demonstration materials, supplies and other miscellaneous exhibit equipment as required.
Attends conference venues and facilities to monitor status and provide on-site assistance to conference organizers and attendees.
Contacts Campus Security or RCMP if safety or security of persons, event or facilities is in jeopardy.
Connects and operates simple audio visual and public address systems.
Performs minor clean up work in meeting rooms and common areas as required.

Supervision Received
Works under general supervision of Head House Staff who reports to the Housestaff Coordinator.

Supervision Given
May assist in training of new House Staff.

Consequence of Error/Judgement
Determines sequence of duties and response to client requirements. Inappropriate decisions may impair service delivery, harm the reputation of Conferences and Accommodation or even jeopardize future working relationships with groups and clients.

Qualifications
Ability to ride a bicycle.
Effective oral and written communication skills.
Ability to follow written and/or verbal instructions and floor plans.
Ability to work independently or as part of a team.
Ability to work a flexible schedule which may include mornings, evening, graveyards, weekends and holidays.

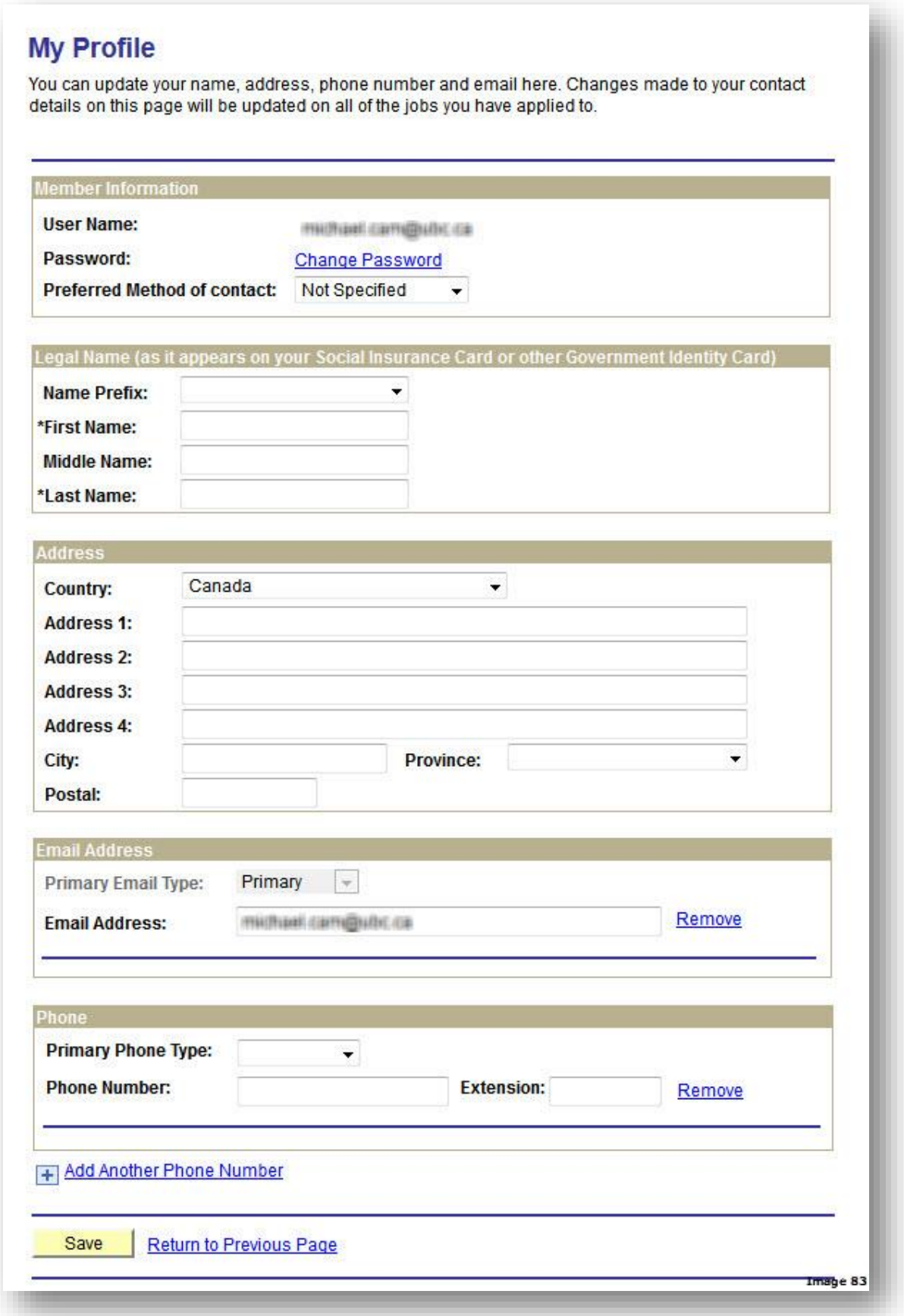
UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.

Save Job | Apply Now | Return to Previous Page

Image 81

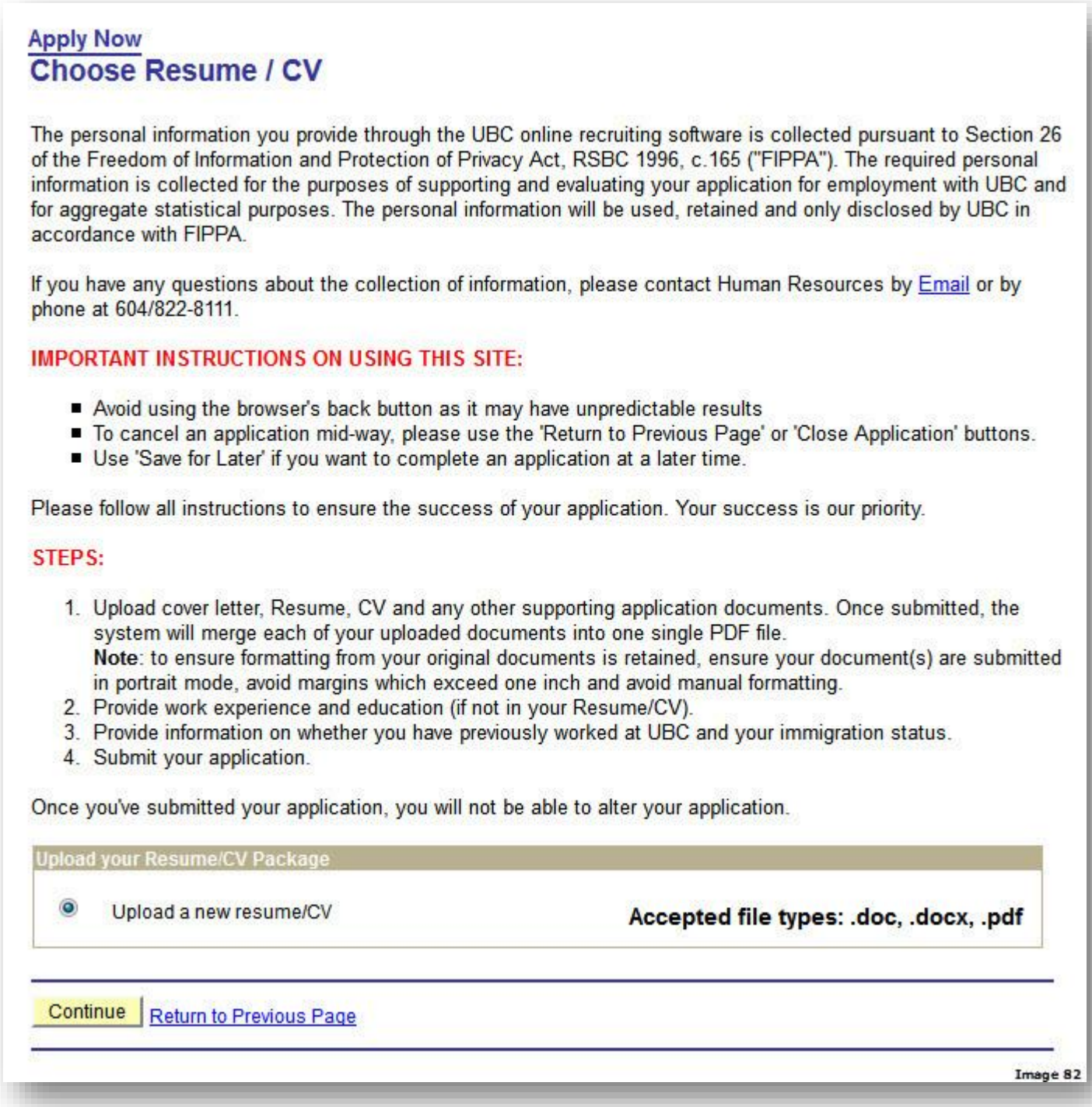
After reviewing the posting, they can save the job, apply for the job, or Return to Previous Page. Saving the job will take you to the list of currently saved jobs.

Complete your profile (for new registrations). If the applicant is newly registered on the site, they may be asked to complete their profile before applying.



3.1.4 Upload your resume or CV

The first step of the application process asks how you'd like to proceed with your resume/CV submission.



Apply Now

Choose Resume / CV

The personal information you provide through the UBC online recruiting software is collected pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act, RSBC 1996, c.165 ("FIPPA"). The required personal information is collected for the purposes of supporting and evaluating your application for employment with UBC and for aggregate statistical purposes. The personal information will be used, retained and only disclosed by UBC in accordance with FIPPA.

If you have any questions about the collection of information, please contact Human Resources by Email or by phone at 604/822-8111.

IMPORTANT INSTRUCTIONS ON USING THIS SITE:

- Avoid using the browser's back button as it may have unpredictable results
- To cancel an application mid-way, please use the 'Return to Previous Page' or 'Close Application' buttons.
- Use 'Save for Later' if you want to complete an application at a later time.

Please follow all instructions to ensure the success of your application. Your success is our priority.

STEPS:

1. Upload cover letter, Resume, CV and any other supporting application documents. Once submitted, the system will merge each of your uploaded documents into one single PDF file.
   Note: to ensure formatting from your original documents is retained, ensure your document(s) are submitted in portrait mode, avoid margins which exceed one inch and avoid manual formatting.
2. Provide work experience and education (if not in your Resume/CV).
3. Provide information on whether you have previously worked at UBC and your immigration status.
4. Submit your application.

Once you've submitted your application, you will not be able to alter your application.

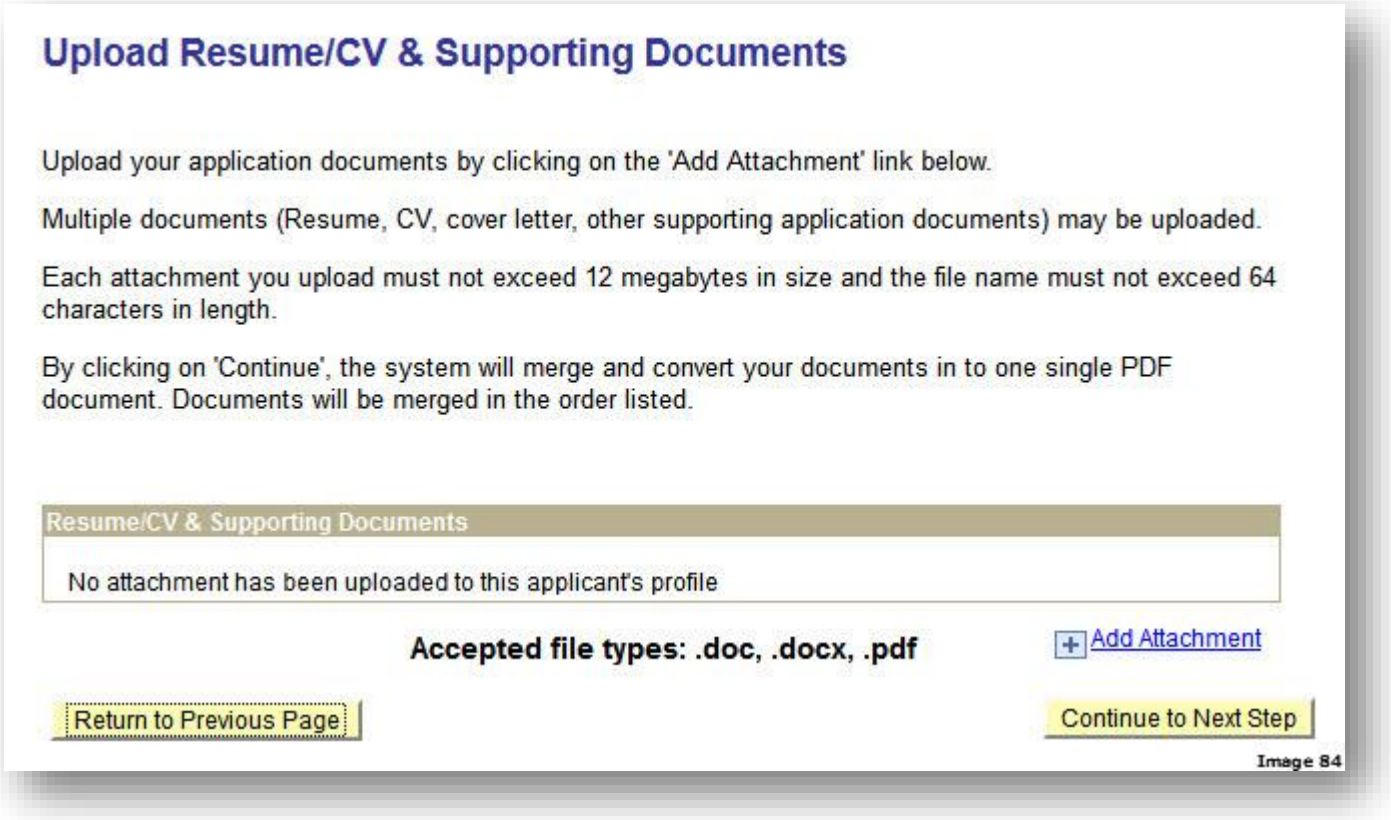
Upload your Resume/CV Package

Upload a new resume/CV — **Accepted file types: .doc, .docx, .pdf**

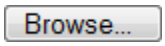
Continue | Return to Previous Page

Image 82

Clicking on '***Upload a new resume/CV***' brings you to the following page:

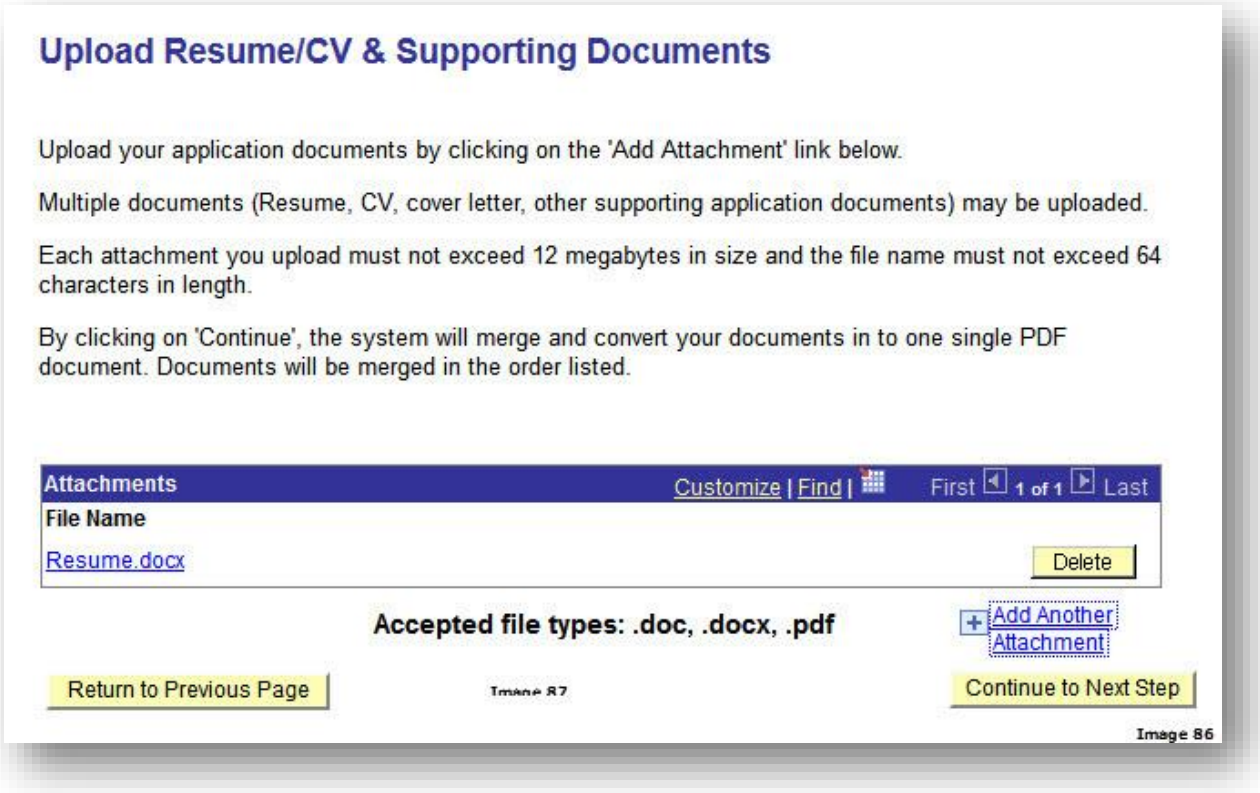

Upload Resume/CV & Supporting Documents
Upload your application documents by clicking on the 'Add Attachment' link below.
Multiple documents (Resume, CV, cover letter, other supporting application documents) may be uploaded.
Each attachment you upload must not exceed 12 megabytes in size and the file name must not exceed 64 characters in length.
By clicking on 'Continue', the system will merge and convert your documents in to one single PDF document. Documents will be merged in the order listed.
Resume/CV & Supporting Documents
No attachment has been uploaded to this applicant's profile
Accepted file types: .doc, .docx, .pdf
Add Attachment
Return to Previous Page
Continue to Next Step
Image 84

Upload all documents attachments which make up you complete resume package (resume/CV, cover letter, etc.). Continue to click on **Add Attachment** until all your individual documents are uploaded. The system will prompt you to find and upload your documents after you click on **Add Attachment**.

Click on 

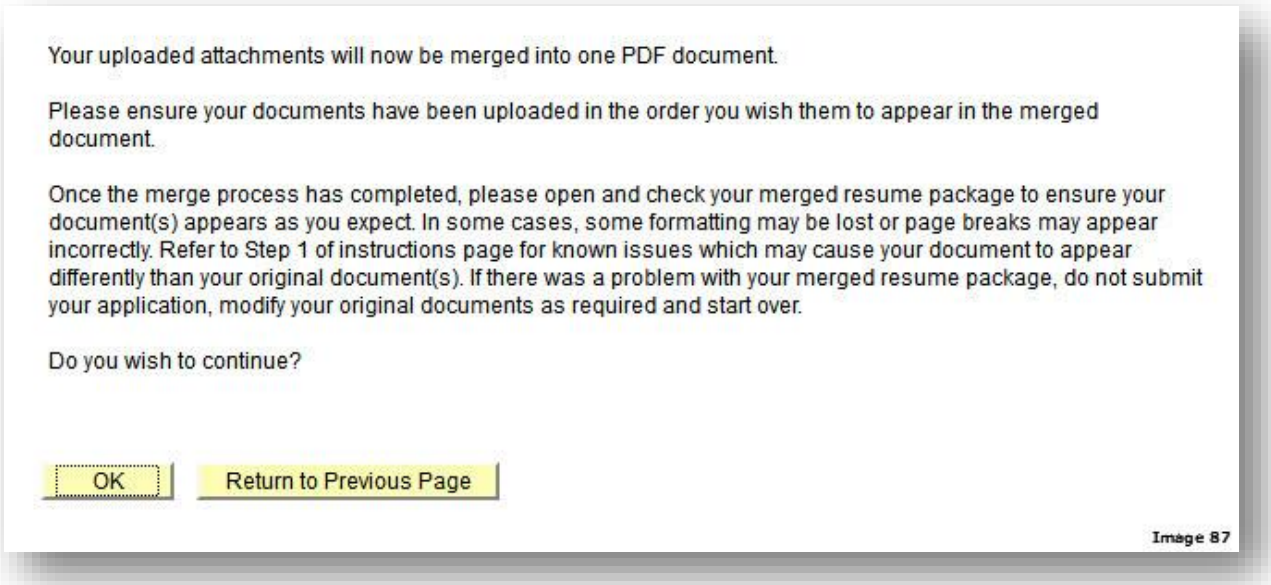
button to select and upload your file.

Once you have selected a file to upload, the page will be updated with the current set of uploaded documents. You may continue to add additional documents by clicking on '**Add Another Attachment**'.

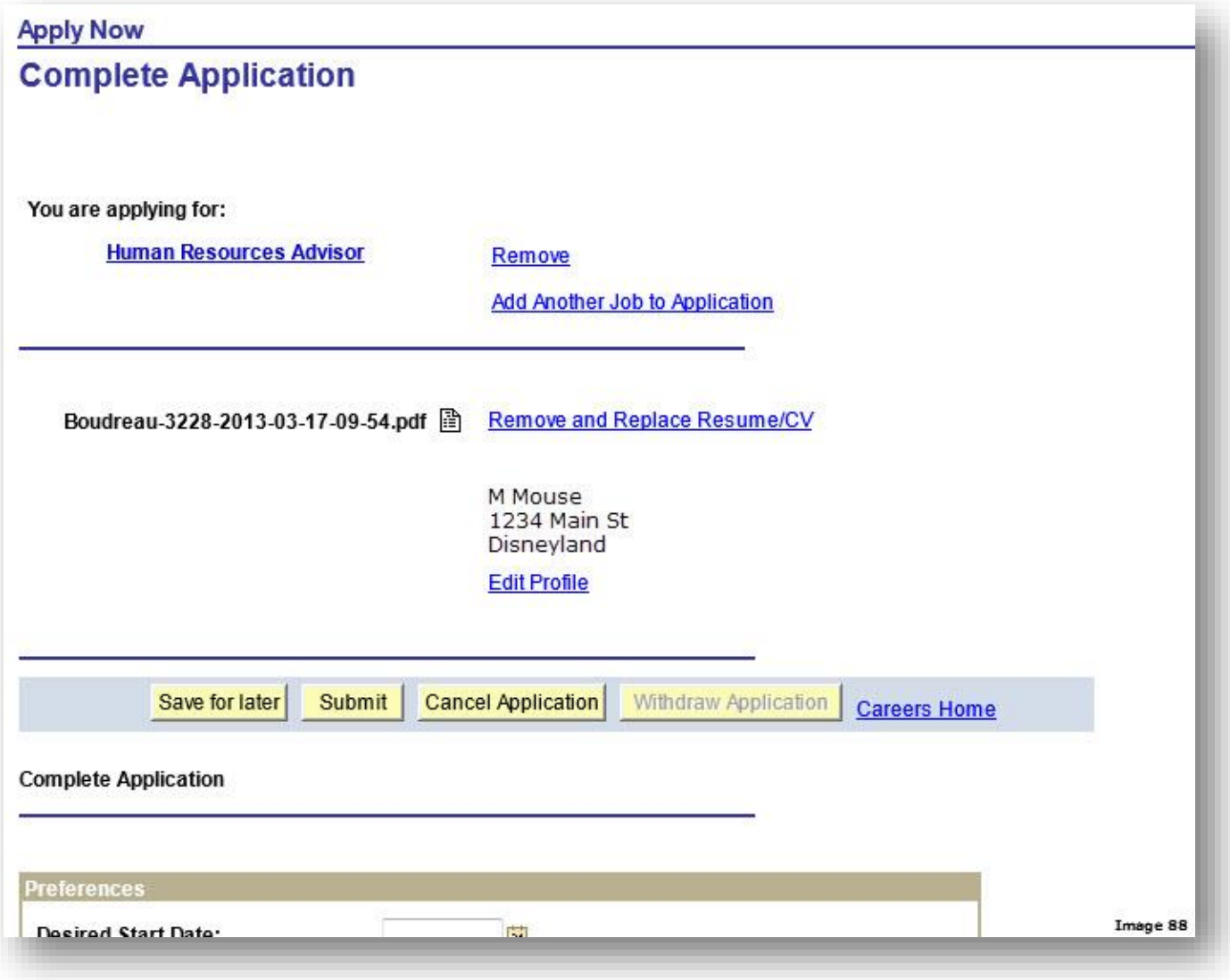

Upload Resume/CV & Supporting Documents
Upload your application documents by clicking on the 'Add Attachment' link below.
Multiple documents (Resume, CV, cover letter, other supporting application documents) may be uploaded.
Each attachment you upload must not exceed 12 megabytes in size and the file name must not exceed 64 characters in length.
By clicking on 'Continue', the system will merge and convert your documents in to one single PDF document. Documents will be merged in the order listed.
Attachments
Customize | Find |
First 1 of 1 Last
File Name
Resume.docx
Delete
Accepted file types: .doc, .docx, .pdf
Add Another Attachment
Return to Previous Page
Continue to Next Step
Image 86

All documents uploaded will be merged into one single PDF document. Ensure that the documents you've uploaded appear in the order you'd like them to appear in the final merged document (i.e., cover letter first, then resume/CV).

Click on Continue to Next Step once all your documents have been uploaded. The following page will appear. Click on OK to continue or Return to Previous Page.


Your uploaded attachments will now be merged into one PDF document.
Please ensure your documents have been uploaded in the order you wish them to appear in the merged document.
Once the merge process has completed, please open and check your merged resume package to ensure your document(s) appears as you expect. In some cases, some formatting may be lost or page breaks may appear incorrectly. Refer to Step 1 of instructions page for known issues which may cause your document to appear differently than your original document(s). If there was a problem with your merged resume package, do not submit your application, modify your original documents as required and start over.
Do you wish to continue?
OK
Return to Previous Page
Image 87

The next step is to complete the remainder of their application. The top part of the application page shows the job applied for, as well as any attachments that were uploaded for this application. It is important for applicants to open their merged resume/CV document to ensure their documents were merged as they expected. Click on the icon on the **Complete Application** page to open the merged resume/CV.



3.1.5 Enter your work experience

Complete the on-line application – Preferences.

Provide information on desired start date, work days and full time or part time.

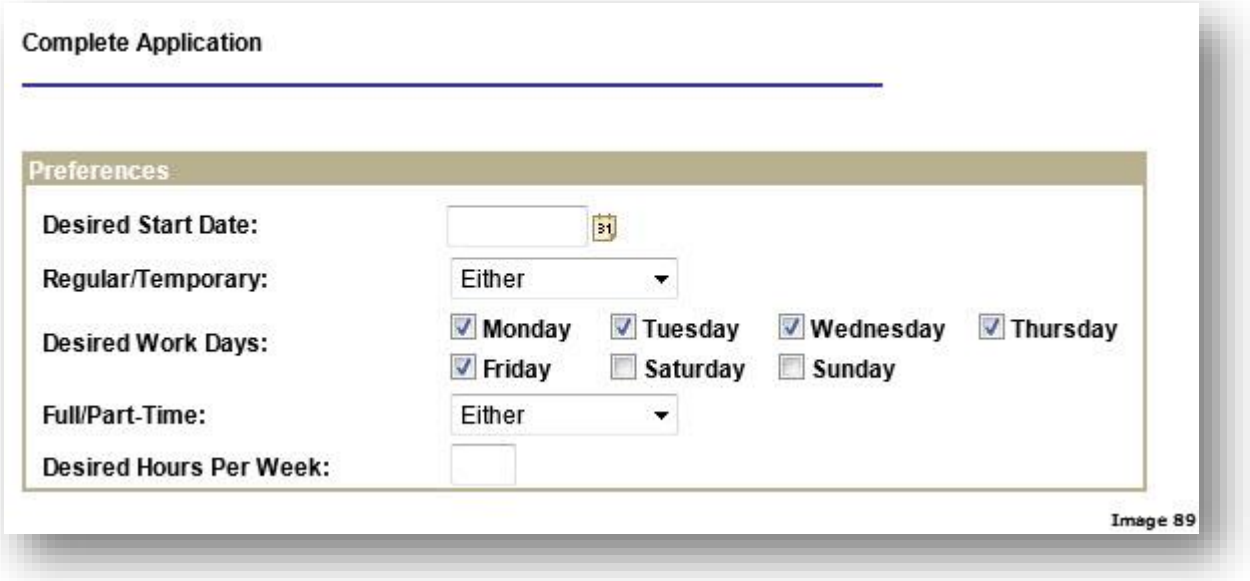


Image 89

3.1.6 Enter your work experience

Complete the on-line application – Work Experience section.

Click on Add Work Experience to add employment history details.

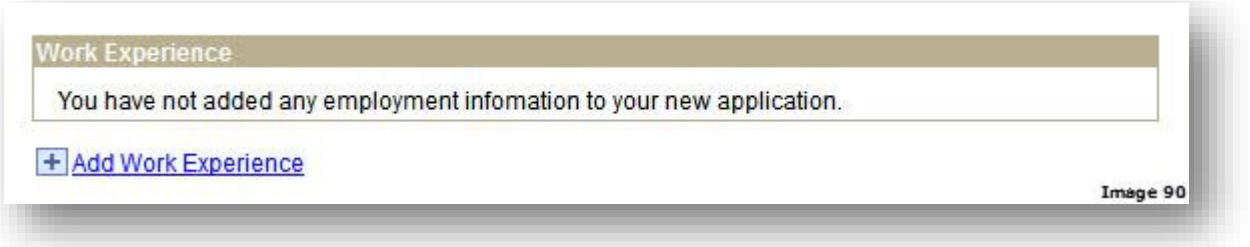
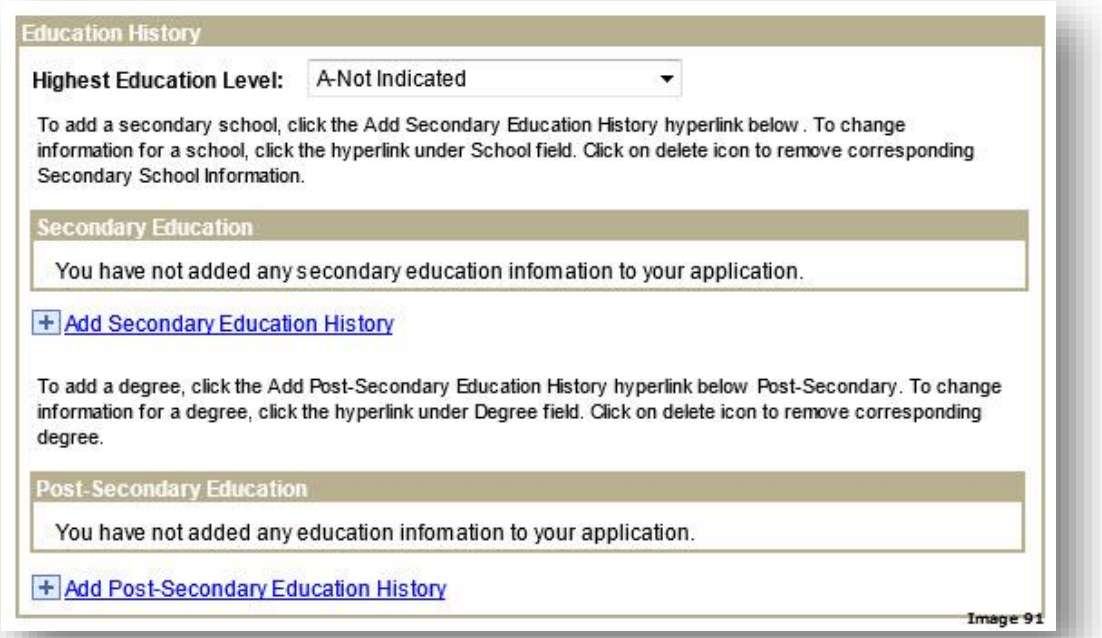


Image 90

3.1.7 Enter your education history

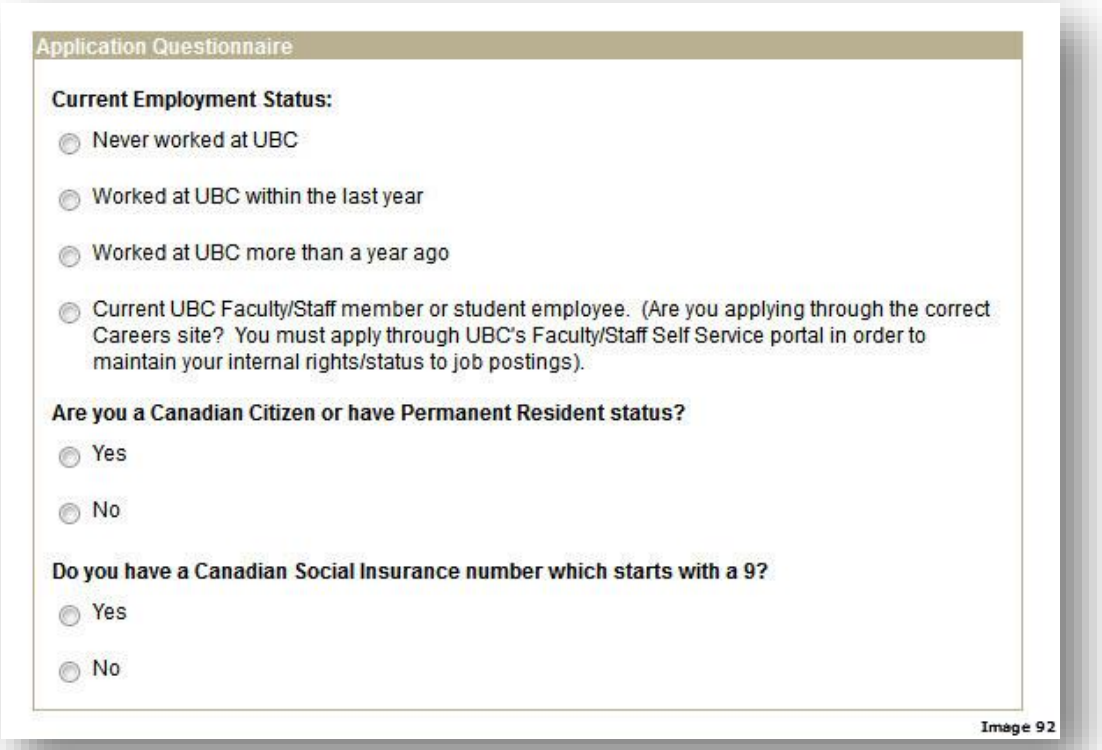
Complete the on-line application – Education History section.

Select 'Highest Education Level' from list of values and enter education history by clicking on education hyperlinks.


Education History
Highest Education Level:
A-Not Indicated
To add a secondary school, click the Add Secondary Education History hyperlink below . To change information for a school, click the hyperlink under School field. Click on delete icon to remove corresponding Secondary School Information.
Secondary Education
You have not added any secondary education infomation to your application.
Add Secondary Education History
To add a degree, click the Add Post-Secondary Education History hyperlink below Post-Secondary. To change information for a degree, click the hyperlink under Degree field. Click on delete icon to remove corresponding degree.
Post-Secondary Education
You have not added any education infomation to your application.
Add Post-Secondary Education History
Image 91

3.1.8 Complete the questionnaire

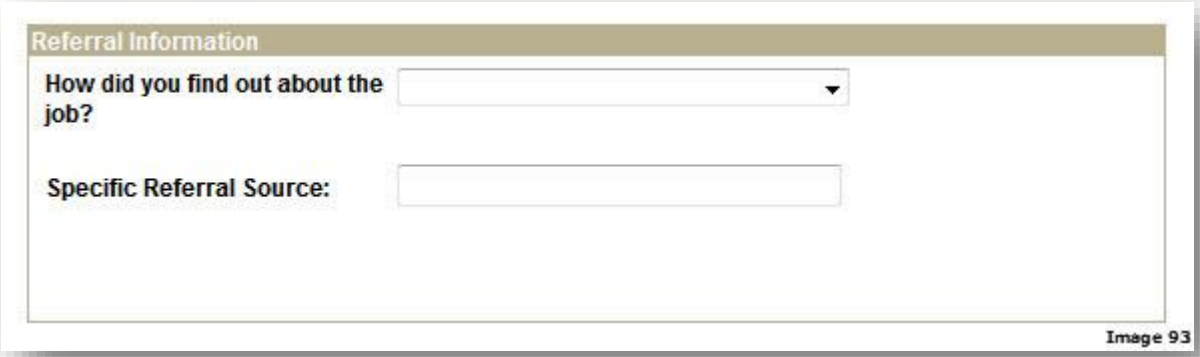
Complete the on-line application – Application Questionnaire section:


Application Questionnaire
Current Employment Status:
Never worked at UBC
Worked at UBC within the last year
Worked at UBC more than a year ago
Current UBC Faculty/Staff member or student employee. (Are you applying through the correct Careers site? You must apply through UBC's Faculty/Staff Self Service portal in order to maintain your internal rights/status to job postings).
Are you a Canadian Citizen or have Permanent Resident status?
Yes
No
Do you have a Canadian Social Insurance number which starts with a 9?
Yes
No
Image 92

3.1.9 Complete the referral information

Complete the on-line application – Referral Information section.

Select from list of referral sources. Complete 'Specific Referral Source' if referral source not listed.



3.1.10 Submit the application

Click on Submit button to submit application.

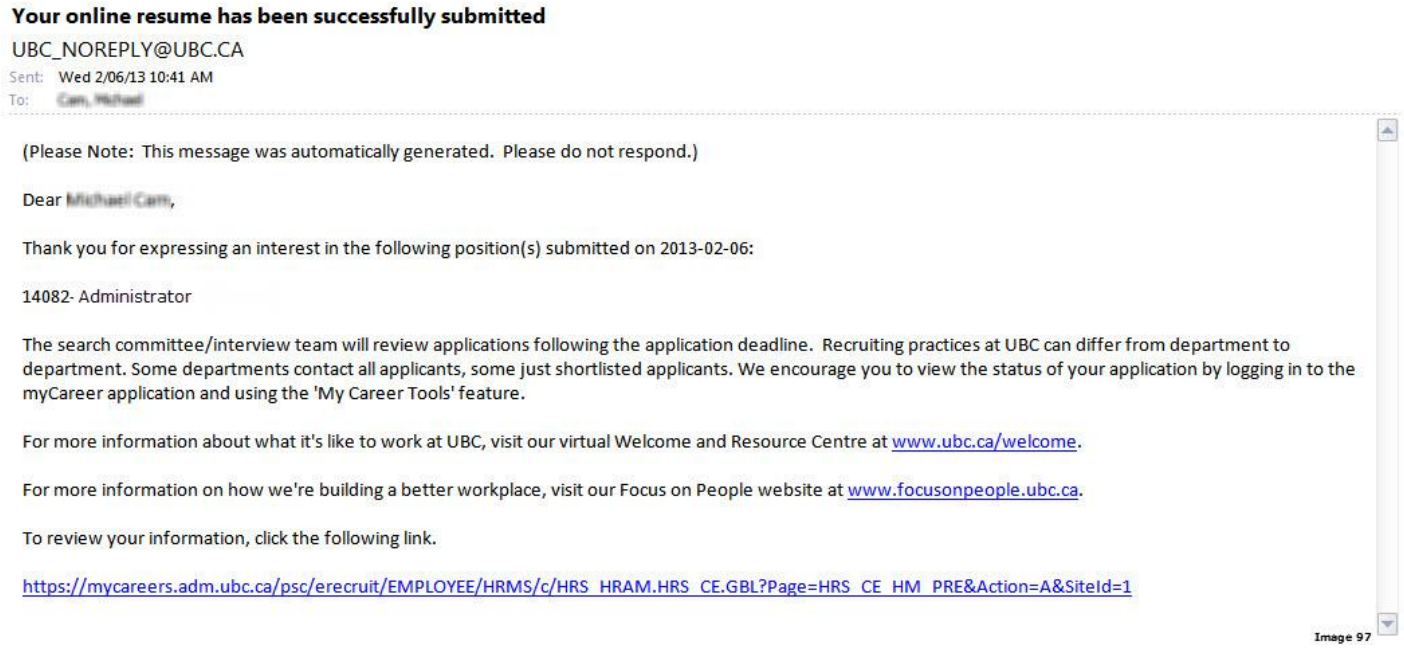
3.1.11 Agree to terms (External Applicants)

Review the Terms and Agreements. You will not be permitted to submit your application if you do not agree to the terms stipulated.

Submit Online Application
Terms and Agreements
As a condition of application/employment, I authorize investigation of all statements contained in this application. I understand that UBC's decision will be based solely on non-discriminatory considerations and that misrepresentation or omission of facts called for is just cause for the rejection of my application or dismissal.
I agree to these terms
I do not agree to these terms
Submit
Cancel Application
Return to Previous Page
Image 95

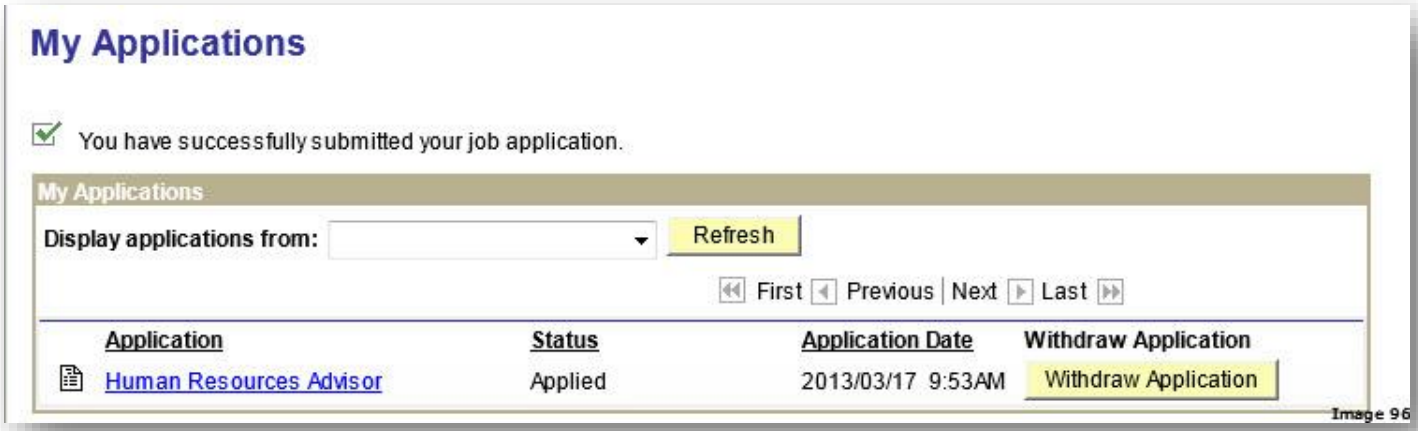
3.1.12 Confirmation email

Applicants receive a confirmation to the email address provided in their profile.


Your online resume has been successfully submitted
UBC_NOREPLY@UBC.CA
Sent: Wed 2/06/13 10:41 AM
To:
(Please Note: This message was automatically generated. Please do not respond.)
Dear
Thank you for expressing an interest in the following position(s) submitted on 2013-02-06:
14082- Administrator
The search committee/interview team will review applications following the application deadline. Recruiting practices at UBC can differ from department to department. Some departments contact all applicants, some just shortlisted applicants. We encourage you to view the status of your application by logging in to the myCareer application and using the 'My Career Tools' feature.
For more information about what it's like to work at UBC, visit our virtual Welcome and Resource Centre at www.ubc.ca/welcome.
For more information on how we're building a better workplace, visit our Focus on People website at www.focusonpeople.ubc.ca.
To review your information, click the following link.
https://mycareers.adm.ubc.ca/psc/erecruit/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_HM_PRE&Action=A&SiteId=1
Image 97

3.1.13 My Applications

My Applications provides the applicant with information on the status of their application, the ability to withdraw an application and to replace a resume/CV.



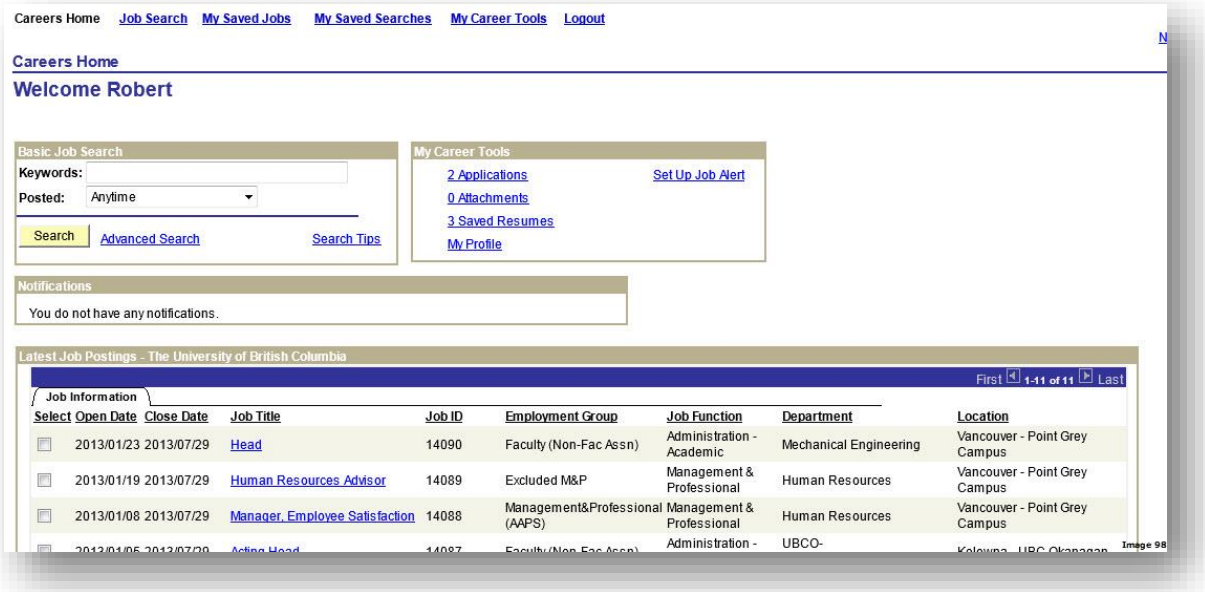
Application status will be updated to indicate progress (i.e., applied, interview, position filled, etc.)

Applicants may withdraw their application at any time by clicking on the Withdraw Application push button.

Applicants may also update their resume at any time by drilling into your application. From the **Careers Home** page, applicants can access their applications by clicking on the **'# Applications**' hyperlink under **My Career Tools**.

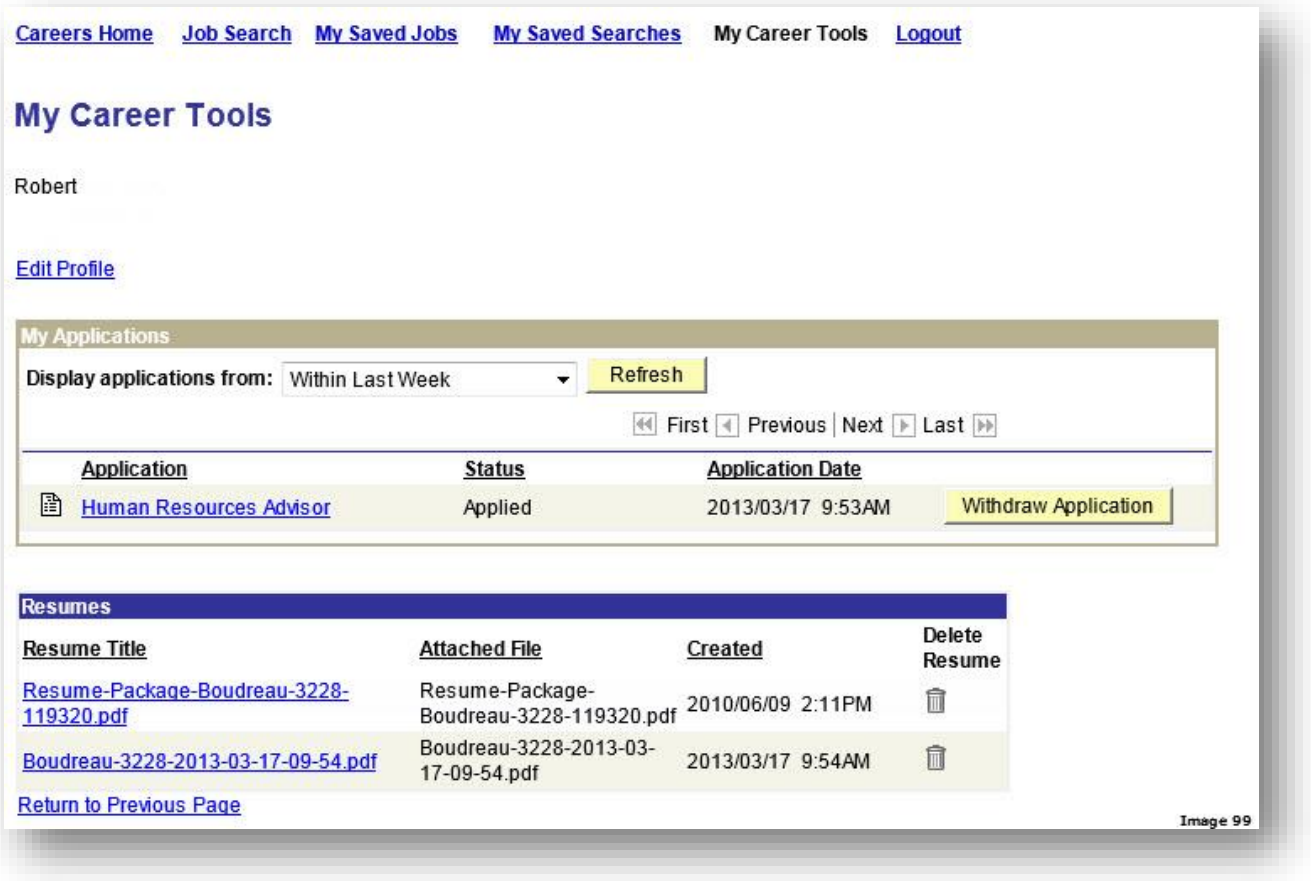
3.2 Careers Home

This is the main page where applicants access job postings and tools to manage their application environment.


Careers Home
Job Search
My Saved Jobs
My Saved Searches
My Career Tools
Logout
Careers Home
Welcome Robert
Basic Job Search
Keywords:
Posted:
Anytime
Search
Advanced Search
Search Tips
My Career Tools
2 Applications
Set Up Job Alert
0 Attachments
3 Saved Resumes
My Profile
Notifications
You do not have any notifications.
Latest Job Postings - The University of British Columbia
First 1-11 of 11 Last
Job Information
Select Open Date Close Date Job Title Job ID Employment Group Job Function Department Location
2013/01/23 2013/07/29 Head 14090 Faculty (Non-Fac Assn) Administration - Academic Mechanical Engineering Vancouver - Point Grey Campus
2013/01/19 2013/07/29 Human Resources Advisor 14089 Excluded M&P Management & Professional Human Resources Vancouver - Point Grey Campus
2013/01/08 2013/07/29 Manager, Employee Satisfaction 14088 Management&Professional (AAPS) Management & Professional Human Resources Vancouver - Point Grey Campus
Image 98

3.3 My Careers Tools

This page shows applicants their current applications.



3.3.1 Application Status

From My Career Tools, application status will be updated to indicate progress (i.e., applied, interview, position filled, etc.)

3.3.2 Application Withdrawal

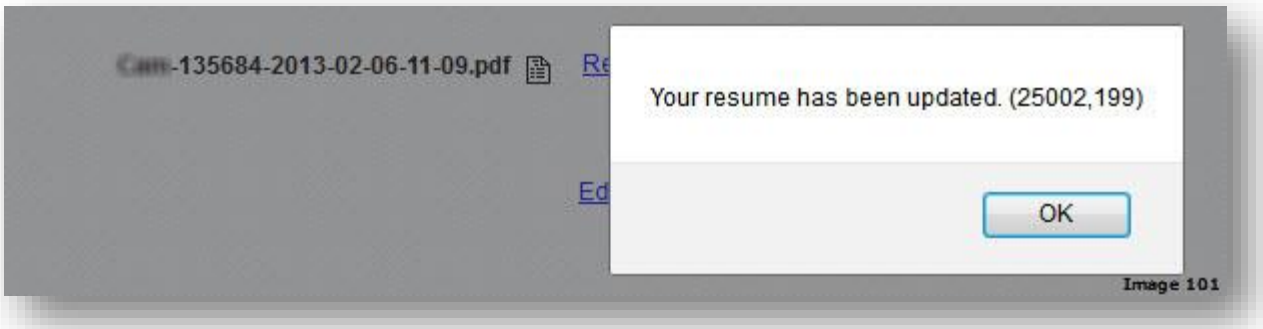
From My Career Tools, applicants may withdraw their application at any time by clicking on the Withdraw Application push button.

3.3.3 Replace Resume/CV

From My Career Tools, applicants can replace their resume/CV by clicking on the hyperlinked posting name in the Application column of the My Applications section.

Once on the 'Apply Now' page, Click on 'Remove and Replace Resume/CV'. The system will prompt you through the resume/CV upload process.

After you've uploaded you're updated resume/CV, click on the Save New Resume button:

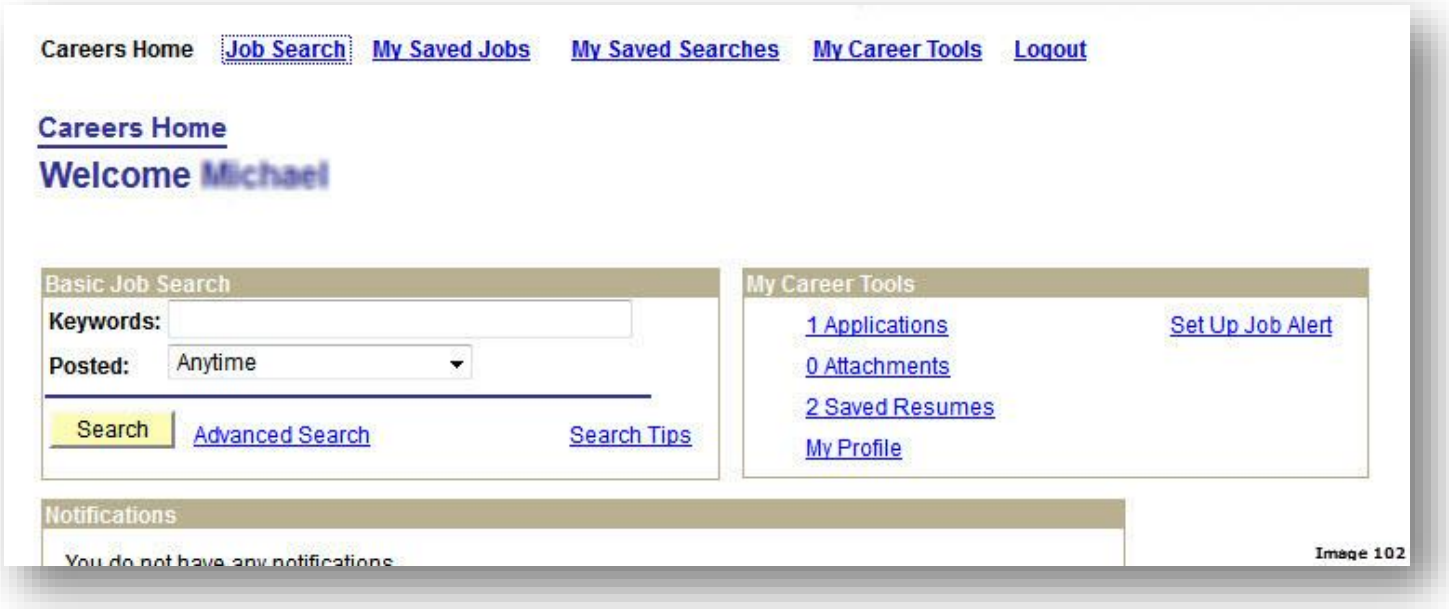


3.4 Search for Jobs

There are several methods to search for job openings.

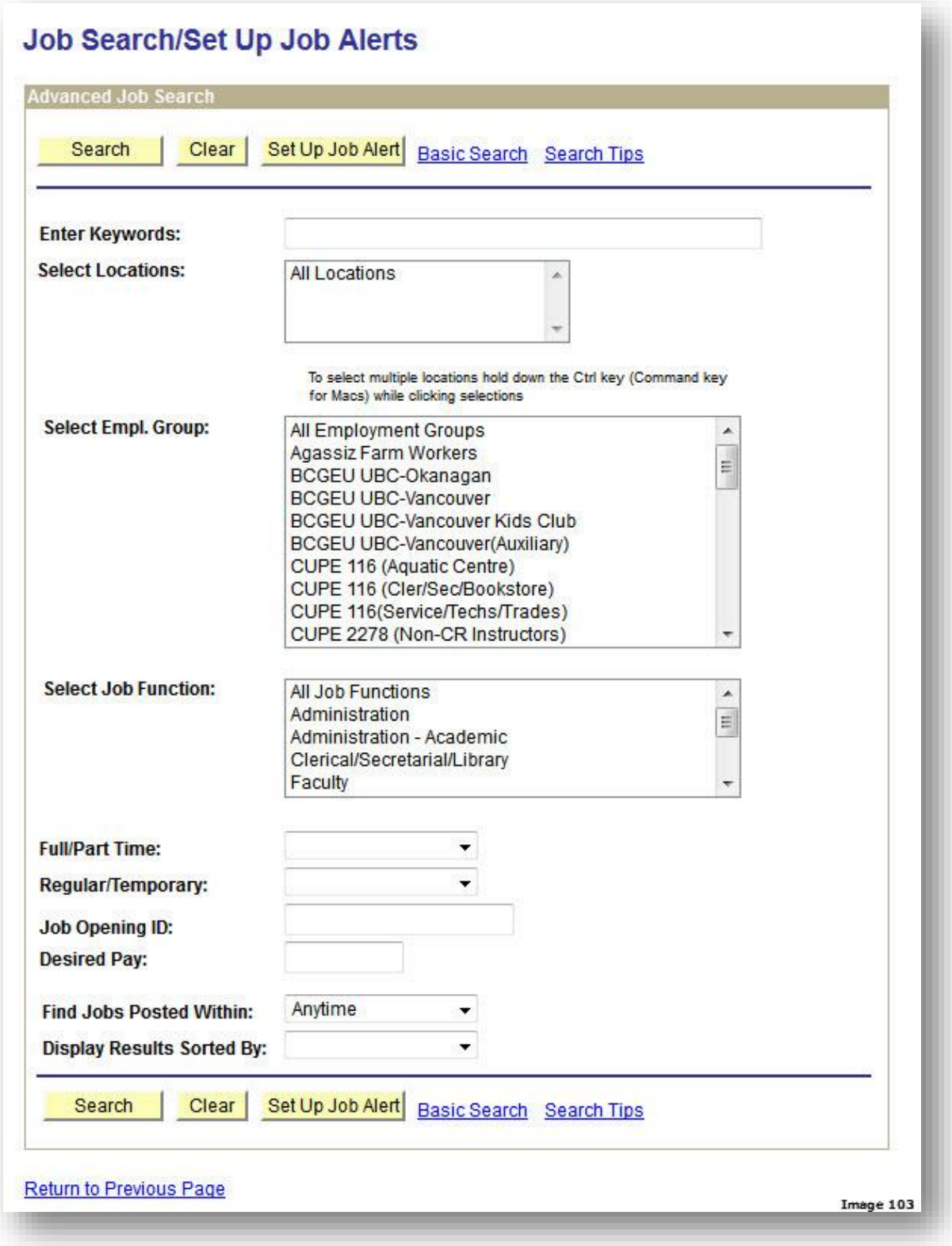
3.4.1 Basic Searches

Basic Searches can be performed on the Careers Home page or from the Job Search page – Job Search link. Search for jobs that contain key words that fall within specific posting dates.



3.4.2 Advanced Searches

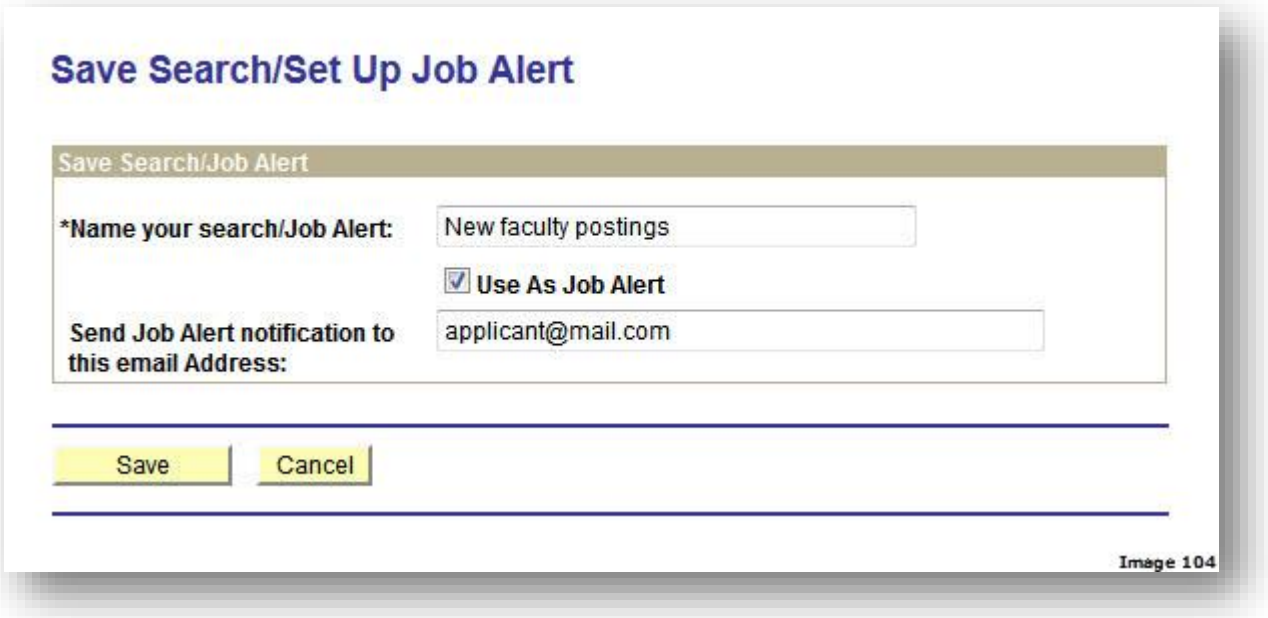
Advanced searched enables you to enter additional search criteria. You can save your search criteria as a saved search or as a 'Job Alert'. As new job openings are posted, the system will automatically notify you if any new job openings match the search criteria set up in your Job Alert. You will receive an email with a link to the UBC Careers site and your job alert search results. The system also posts a notification in the Notifications box on the Careers Home page.



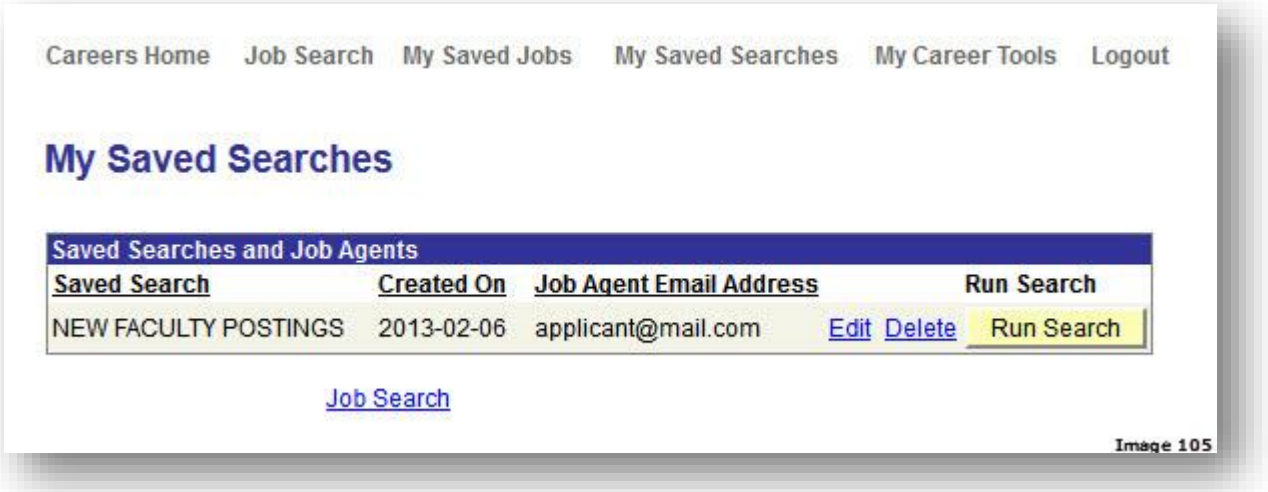
3.5 Job Alerts

Select criteria for Job Alert and then click on Set Up Job Alert to save and run your Job Alert.

Save Search/Job Alert.



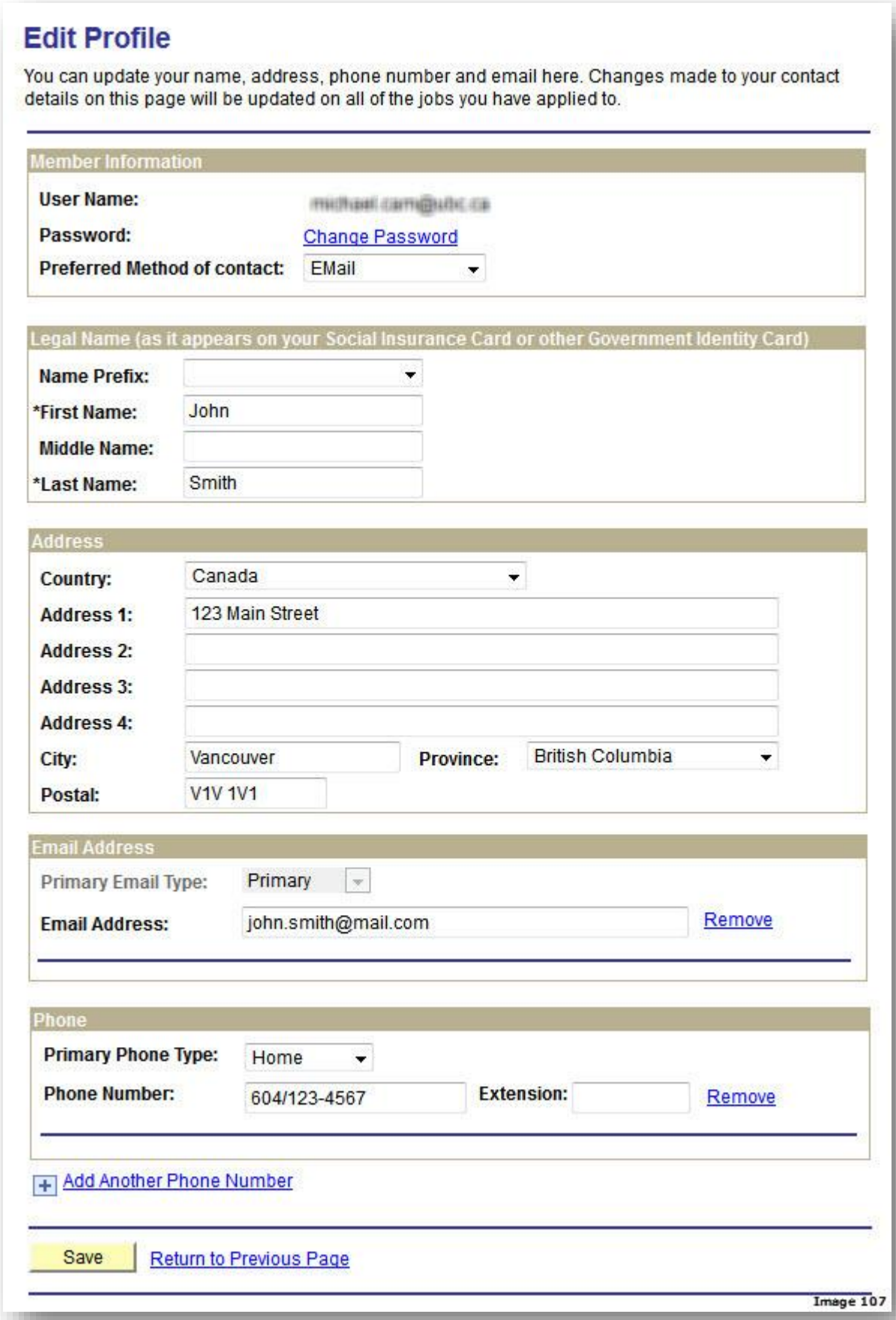
Run the search manually or let the system notify you automatically. Click on My Saved Searches to access your saved searches/Job Alerts



3.6 Manage your Profile/Career Tools

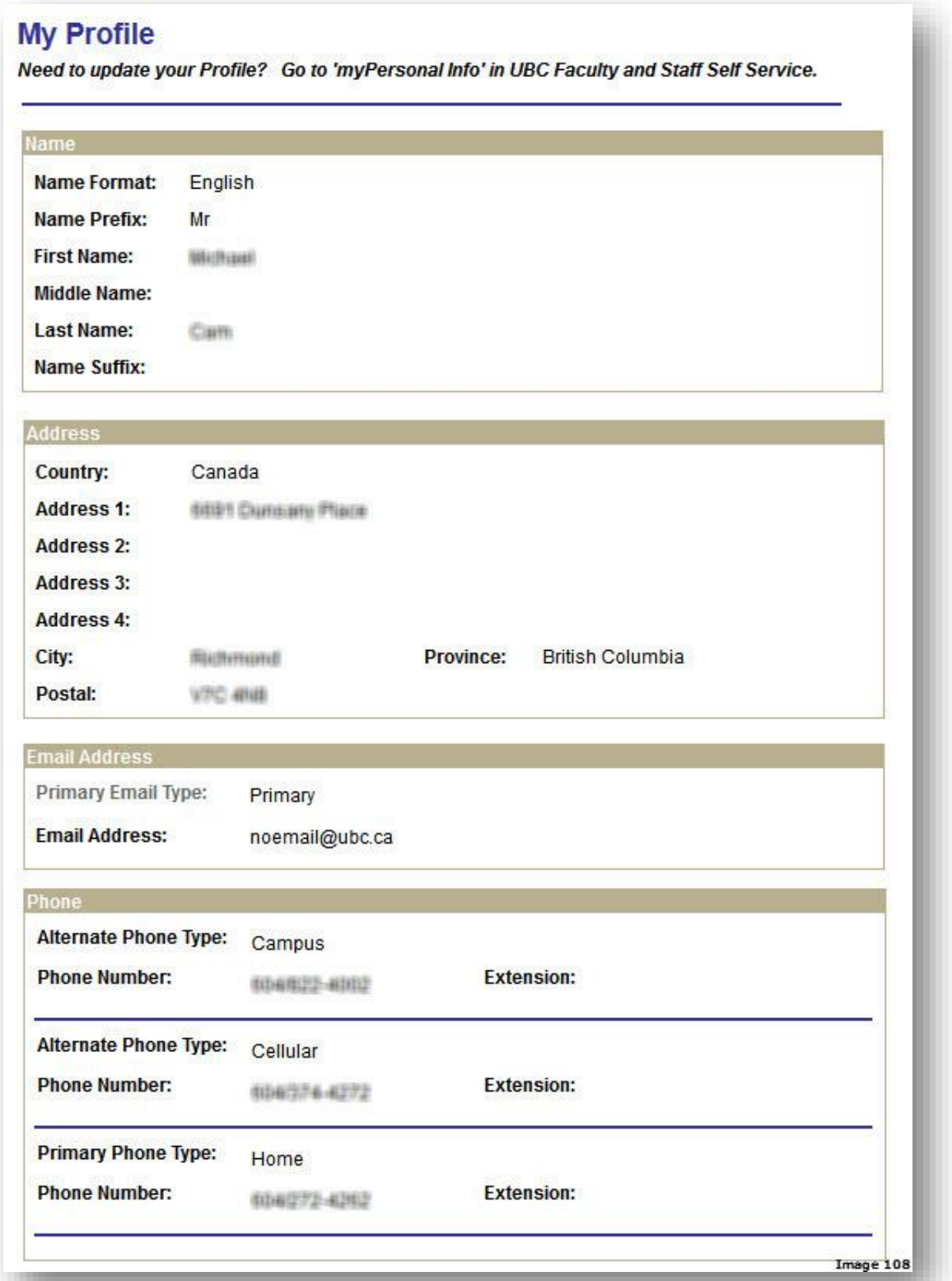
3.6.1 My Profile – External Applicants

For external applicants, profile information is created and maintained within the Careers site. Changes to Profile information should be made prior to submitting applications.


Edit Profile
You can update your name, address, phone number and email here. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.
Member Information
User Name:
Password:
Change Password
Preferred Method of contact:
EMail
Legal Name (as it appears on your Social Insurance Card or other Government Identity Card)
Name Prefix:
*First Name:
John
Middle Name:
*Last Name:
Smith
Address
Country:
Canada
Address 1:
123 Main Street
Address 2:
Address 3:
Address 4:
City:
Vancouver
Province:
British Columbia
Postal:
V1V 1V1
Email Address
Primary Email Type:
Primary
Email Address:
john.smith@mail.com
Remove
Phone
Primary Phone Type:
Home
Phone Number:
604/123-4567
Extension:
Remove
Add Another Phone Number
Save
Return to Previous Page
Image 107

3.6.2 My Profile – Internal Applicants

For internal applicants, profile information is retrieved from your personal data information entered in UBC's Human Resources Management System (HRMS). Therefore, any changes to your profile information appearing in myCareers must be made via UBC's HRMS Self Service application. Profile information appearing incorrect in myCareers needs to be corrected in HRMS Self Service prior to submitting your application.

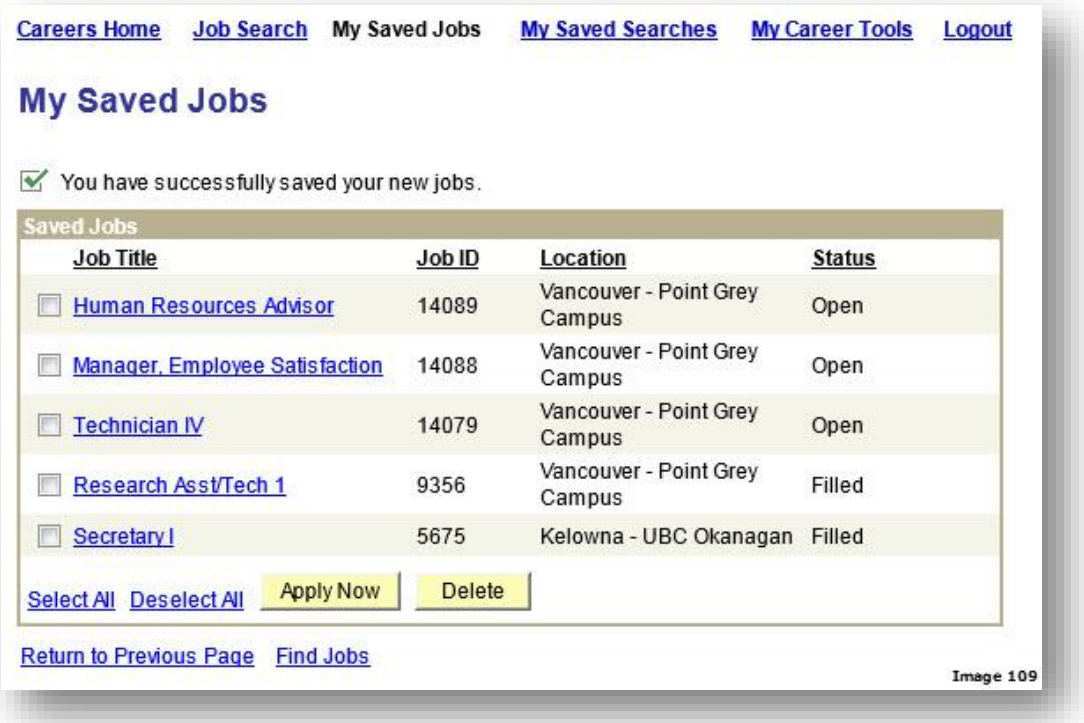


3.7 My Saved Jobs

Save jobs that you may be interested in and apply to these jobs at a later date (but before the closing date).

Latest Job Postings - The University of British Columbia
First 1-11 of 11 Last
Job Information
Select Open Date Close Date Job Title Job ID Employment Group Job Function Department Location
2012/11/27 2013/07/29 Technician IV 14079 BCGEU UBC-Okanagan Trades/Technical UBCO-BarberArts&SciencesUnit 3 Vancouver - Point Grey Campus
2013/01/19 2013/07/29 Human Resources Advisor 14089 Excluded M&P Management & Professional Human Resources Vancouver - Point Grey Campus
2013/01/08 2013/07/29 Manager, Employee Satisfaction 14088 Management&Professional (AAPS) Management & Professional Human Resources Vancouver - Point Grey Campus
Save Jobs
Apply Now
Image 110

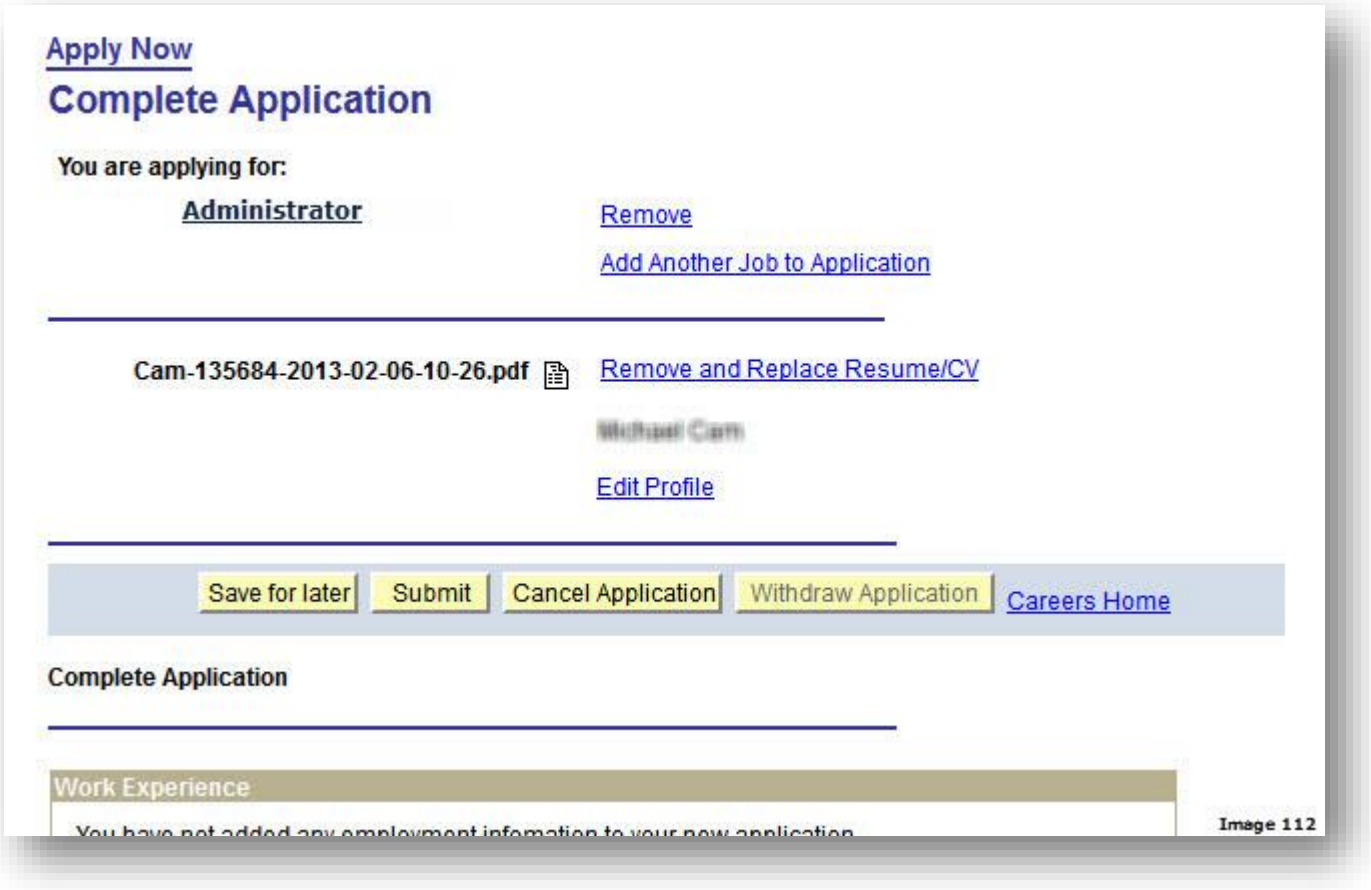
View your saved jobs by clicking on the My Saved Jobs link.


Careers Home
Job Search
My Saved Jobs
My Saved Searches
My Career Tools
Logout
My Saved Jobs
You have successfully saved your new jobs.
Saved Jobs
Job Title Job ID Location Status
Human Resources Advisor 14089 Vancouver - Point Grey Campus Open
Manager, Employee Satisfaction 14088 Vancouver - Point Grey Campus Open
Technician IV 14079 Vancouver - Point Grey Campus Open
Research Asst/Tech 1 9356 Vancouver - Point Grey Campus Filled
Secretary I 5675 Kelowna - UBC Okanagan Filled
Select All
Deselect All
Apply Now
Delete
Return to Previous Page
Find Jobs
Image 109

3.8 Draft or Incomplete Applications

3.8.1 Save for Later

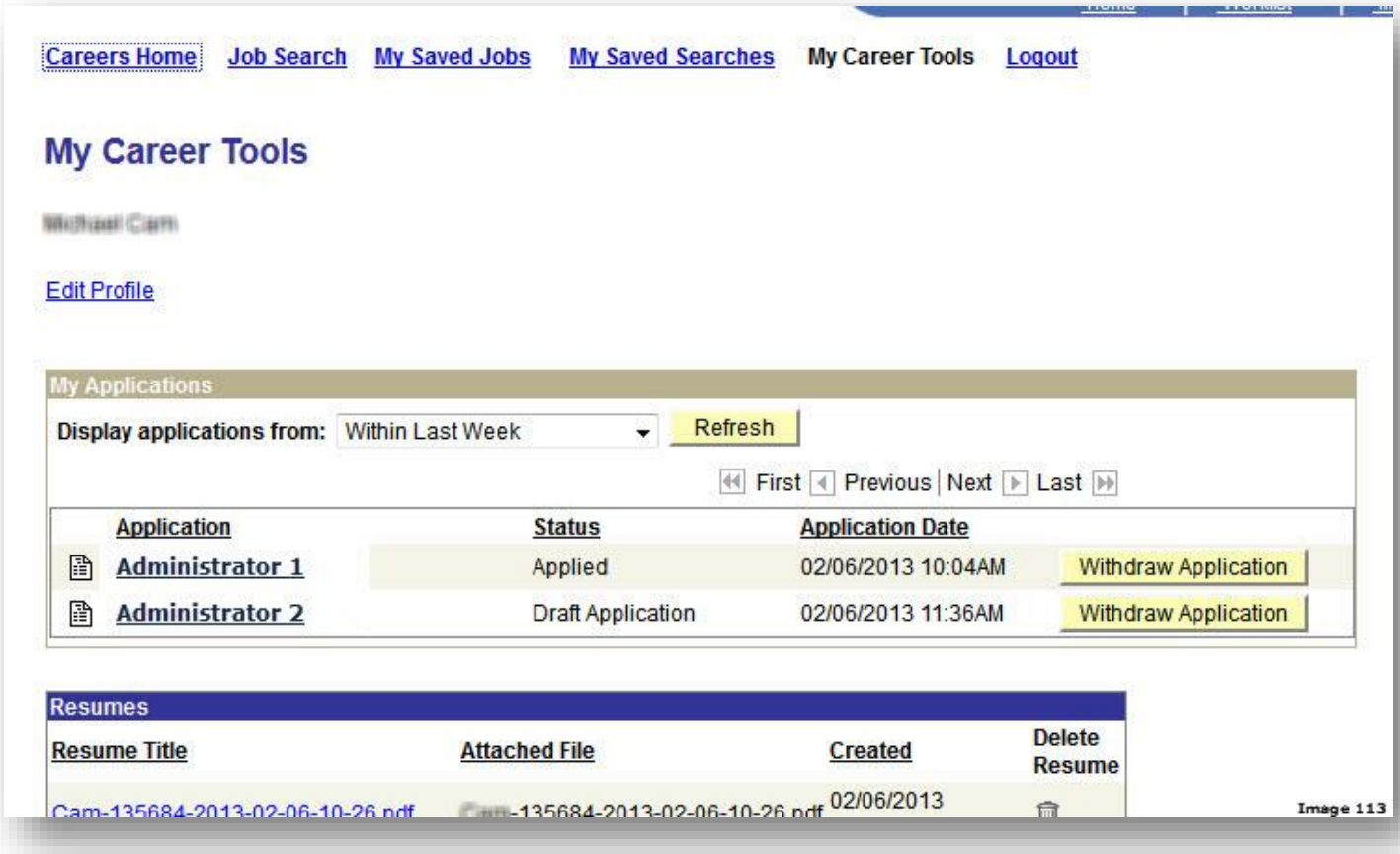
You can save a draft of your application and submit the application at a later time (but before the closing date). To save a draft, click the 'Save for Later' button at the bottom of the application page.



Your saved application appears under status 'Draft'.

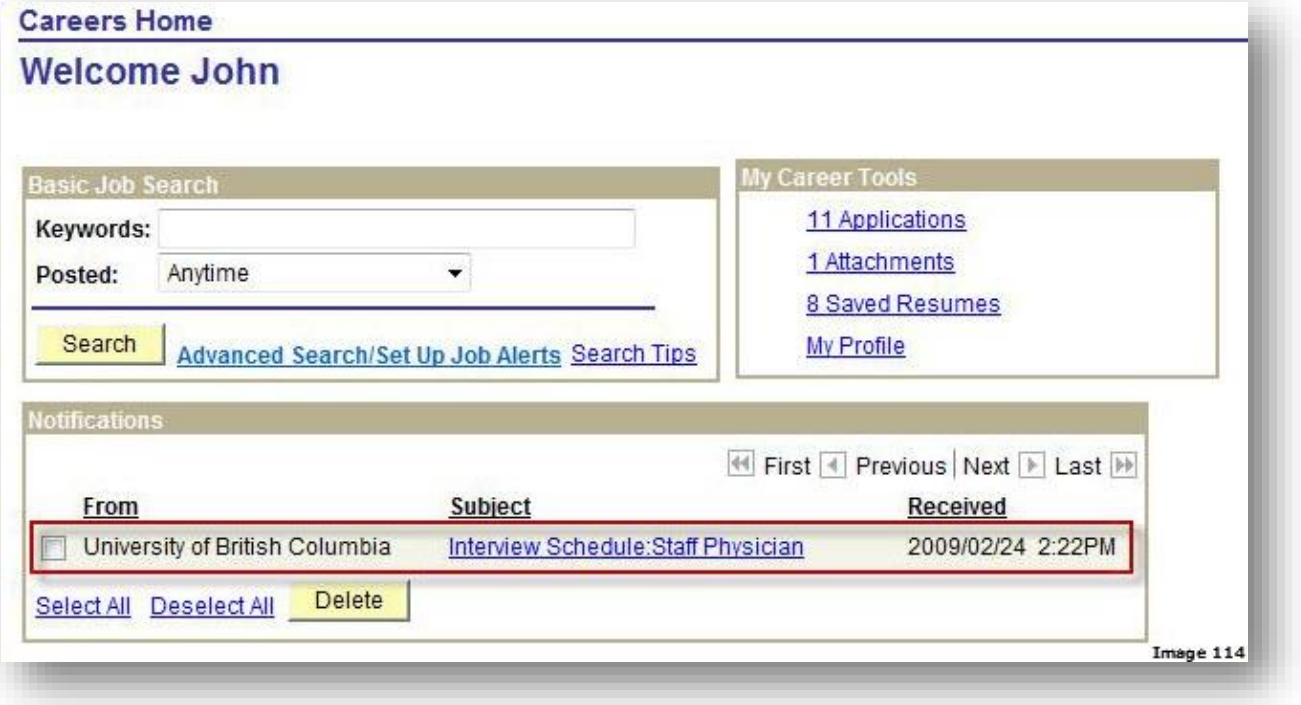
3.8.2 Draft Status

You can see the application in ‘My Career Tools’ with a status of ‘Draft’.



3.9 Interview Schedules

Hiring managers can elect to notify applicants of upcoming interviews by email and via a notification on the applicant's myCareer home page.
Click the subject link in the Notifications area to access the Interview Details page.



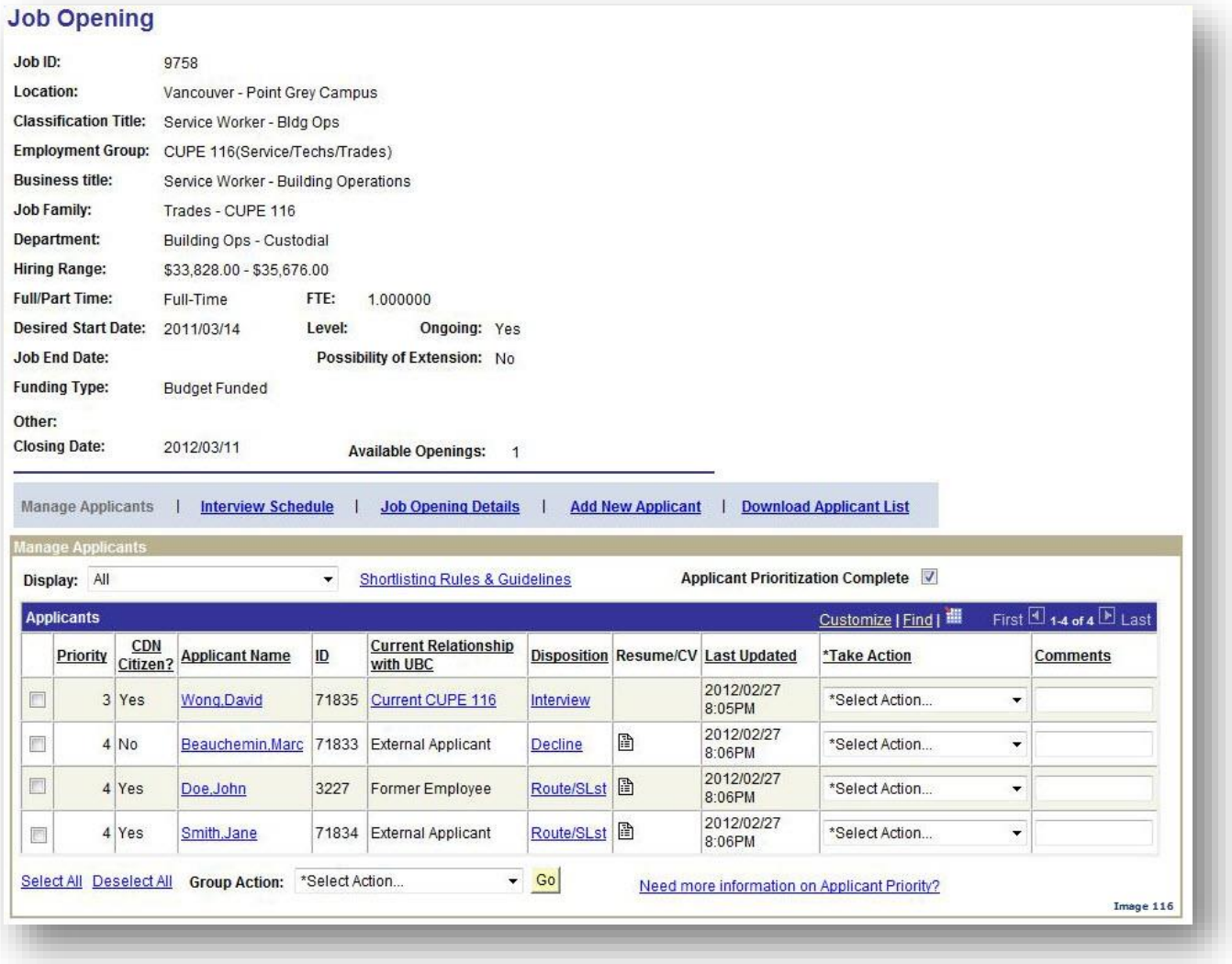
The interview schedule includes the date and time, the name of each interviewer, and location of the interview.

4
Managing Openings and Applicants

4.1 Manage Applicants Page Overview

Once you have created your job opening and posting, most of the remaining recruiting tasks can be launched from one central page we call the '360-degree Page'. From this page you'll be able to:

- Review job opening/posting details
- Review applicant data including resume attachments
- Review internal applicants' relationship with UBC (i.e., current Job, Service Date, Seniority, etc.)
- Download an applicant list to Excel
- Manually add applicants
- Shortlist applicants
- Decline applicants
- Manage interviews
- Prepare job offers
- Produce offer letters
- Manage pre-hire checklists
- Manage and upload pre-hire documents (i.e., signed offer letters, copy of SIN card, etc.)
- Prepare applicants for hire
- Send emails to applicants
- Review applicants' current application 'Disposition' status


Job Opening
Job ID: 9758
Location: Vancouver - Point Grey Campus
Classification Title: Service Worker - Bldg Ops
Employment Group: CUPE 116(Service/Techs/Trades)
Business title: Service Worker - Building Operations
Job Family: Trades - CUPE 116
Department: Building Ops - Custodial
Hiring Range: $33,828.00 - $35,676.00
Full/Part Time: Full-Time FTE: 1.000000
Desired Start Date: 2011/03/14 Level: Ongoing: Yes
Job End Date: Possibility of Extension: No
Funding Type: Budget Funded
Other:
Closing Date: 2012/03/11 Available Openings: 1
Manage Applicants | Interview Schedule | Job Opening Details | Add New Applicant | Download Applicant List
Manage Applicants
Display: All
Shortlisting Rules & Guidelines
Applicant Prioritization Complete
Applicants
Customize | Find | First 1-4 of 4 Last
Priority | CDN Citizen? | Applicant Name | ID | Current Relationship with UBC | Disposition | Resume/CV | Last Updated | *Take Action | Comments
3 Yes Wong,David 71835 Current CUPE 116 Interview 2012/02/27 8:05PM *Select Action...
4 No Beauchemin,Marc 71833 External Applicant Decline 2012/02/27 8:06PM *Select Action...
4 Yes Doe,John 3227 Former Employee Route/SLst 2012/02/27 8:06PM *Select Action...
4 Yes Smith,Jane 71834 External Applicant Route/SLst 2012/02/27 8:06PM *Select Action...
Select All Deselect All Group Action: *Select Action... Go
Need more information on Applicant Priority?
Image 116

4.2 Manually Add Applicants

Manually linking applicants to job openings may be required for recall candidates, applicants who do not have access to a PC and have submitted paper applications or a preferred candidate being hired into a posting with an internal rider.

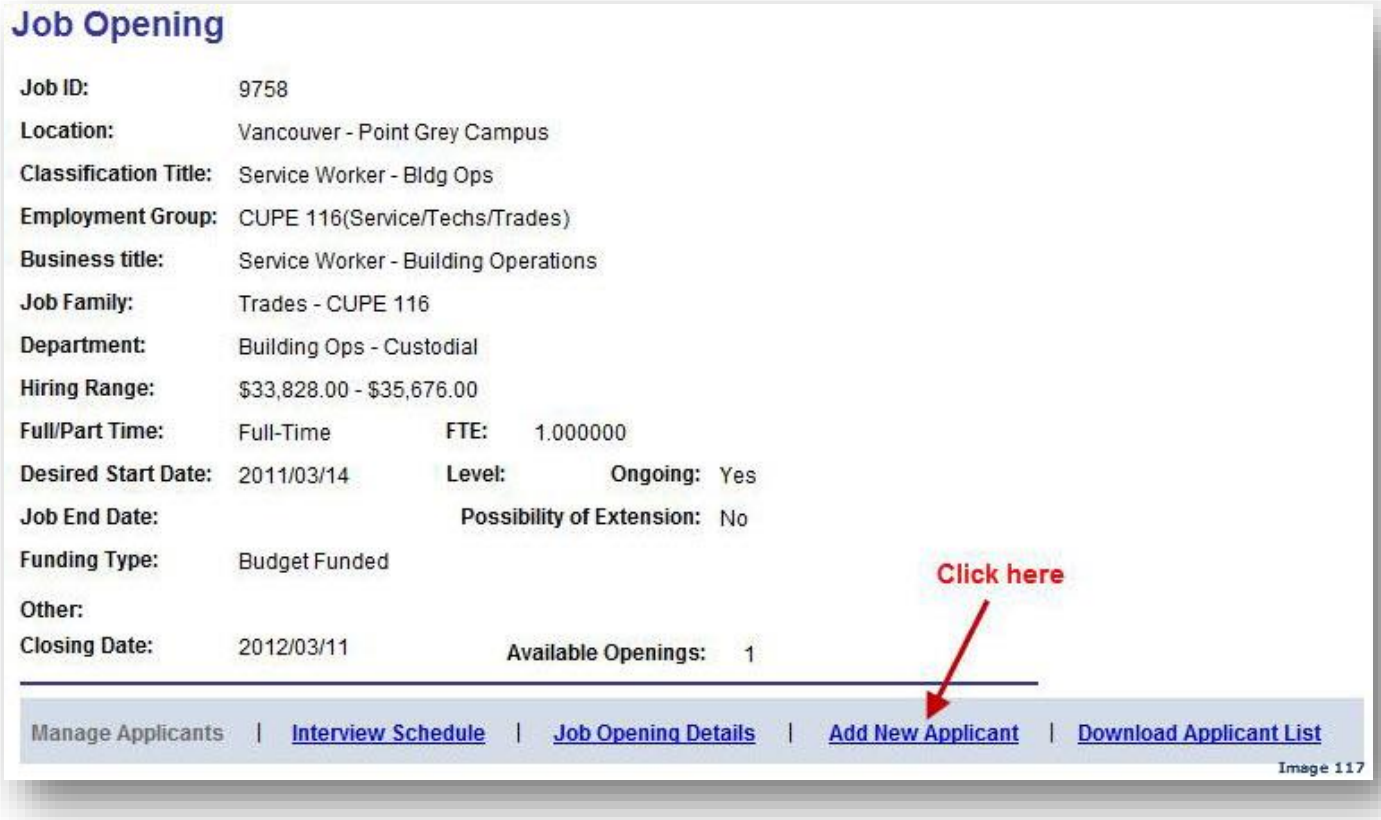
Navigation:

Recruitment>Manage Your Applicants>Manage Applicants and Openings

or

Recruitment>Manage Your Applicants>Add New Applicant to Opening

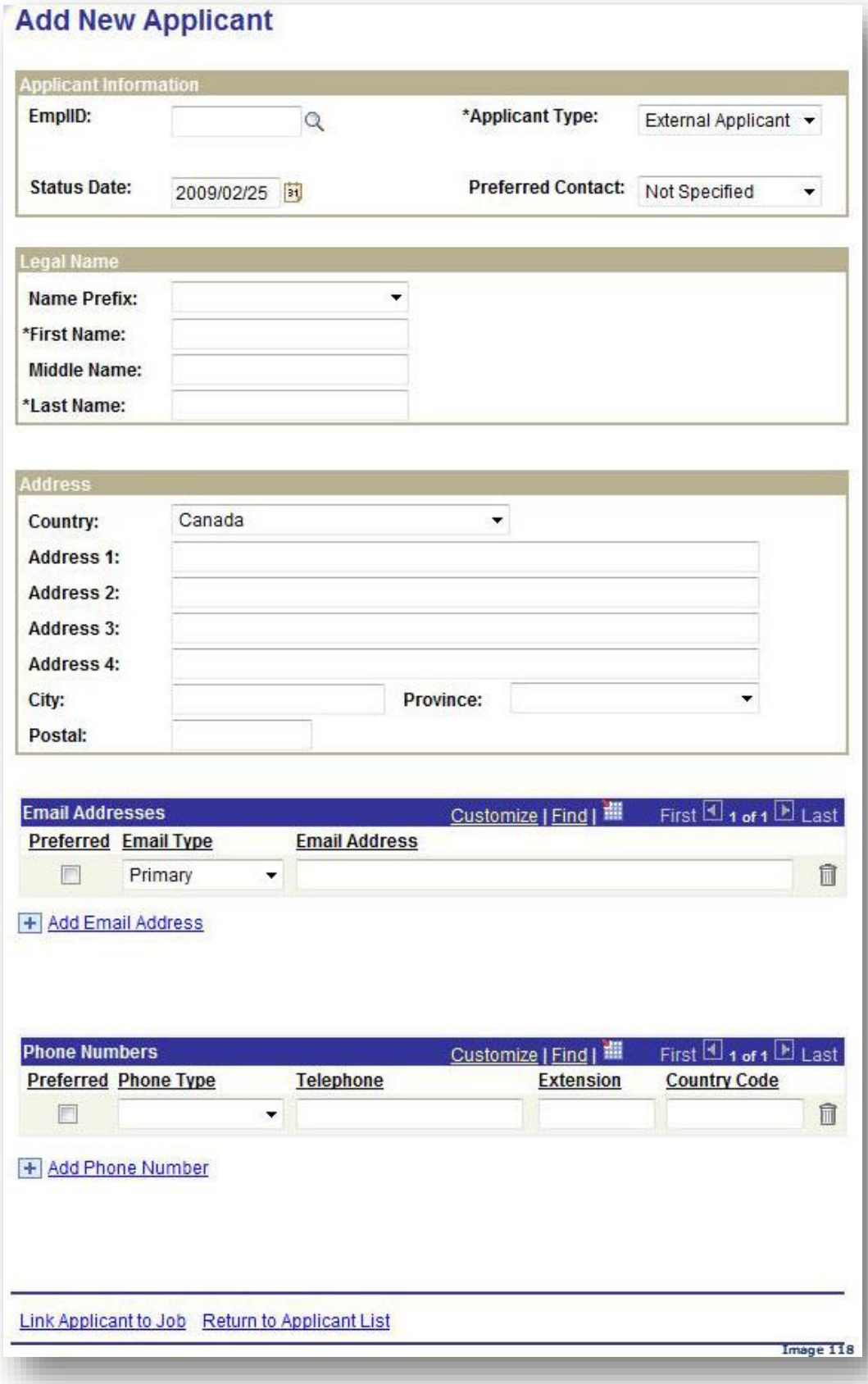
Click on the 'Add New Applicant' link.


Job Opening
Job ID: 9758
Location: Vancouver - Point Grey Campus
Classification Title: Service Worker - Bldg Ops
Employment Group: CUPE 116(Service/Techs/Trades)
Business title: Service Worker - Building Operations
Job Family: Trades - CUPE 116
Department: Building Ops - Custodial
Hiring Range: $33,828.00 - $35,676.00
Full/Part Time: Full-Time FTE: 1.000000
Desired Start Date: 2011/03/14 Level: Ongoing: Yes
Job End Date: Possibility of Extension: No
Funding Type: Budget Funded
Other:
Closing Date: 2012/03/11 Available Openings: 1
Click here
Manage Applicants | Interview Schedule | Job Opening Details | Add New Applicant | Download Applicant List
Image 117

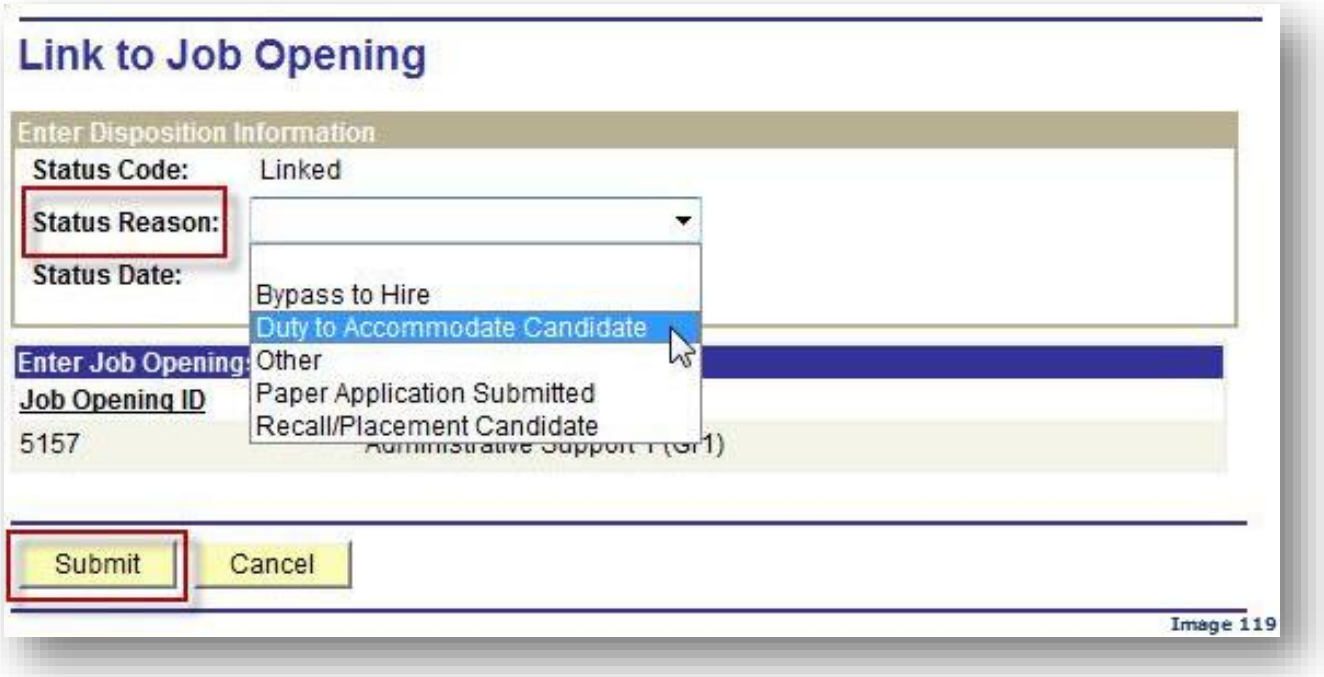
In the **Add New Applicant** page, you have the option of adding an internal (or former employee) or external applicant.

To add an **internal** applicant, enter the Employee ID. Personal information will automatically populate from their HRMS record.

To add an **external** applicant, leave the 'Applicant Type' value set to 'External'. Manually add personal information. Click on
Link Applicant to Job to continue.


Add New Applicant
Applicant Information
EmplID:
*Applicant Type:
External Applicant
Status Date:
2009/02/25
Preferred Contact:
Not Specified
Legal Name
Name Prefix:
*First Name:
Middle Name:
*Last Name:
Address
Country:
Canada
Address 1:
Address 2:
Address 3:
Address 4:
City:
Province:
Postal:
Email Addresses
Customize | Find |
First 1 of 1 Last
Preferred
Email Type
Email Address
Primary
Add Email Address
Phone Numbers
Customize | Find |
First 1 of 1 Last
Preferred
Phone Type
Telephone
Extension
Country Code
Add Phone Number
Link Applicant to Job
Return to Applicant List
Image 118

Enter the reason (optional) for manually adding the applicant and then click on the Submit button.



On the next page, you can add Applicant Notes (optional), and Applicant Data (which includes the ability to upload the applicant's resume, by clicking on the View Application link that is located there). Applicant data should be added for applicants you are forwarding on to your interview team for review. To skip this step, click on the 'Return to Applicant List' link.

4.3 Applicant Priority Assignment – Staff Job Openings.

The system assigns applicant priority numbers based on the employment group of the job opening. Applicant prioritization is completed when job postings close. Prioritization for CUPE 116, CUPE 2950 and BCGEU-UBCO job postings are reviewed and finalized by central Human Resources as postings close.

Rule of Thumb ✓ Applicants with the lowest priority numbers have highest priority

✓ Non-unionized postings, all priority numbers = 99 (no priority)

Note: Duty to Accommodate applicants always have #1 priority for all job postings except Faculty jobs.

Central Human Resources is responsible for reviewing and releasing applicants against job postings for CUPE 116, CUPE 2950 and BCGEU-UBCO positions. This is to ensure that prioritization numbers are set correctly and that all recall/placement/duty to accommodate applicants are appropriately dealt with.
Note: Applicant priority numbers do not appear for Faculty job openings.

Priority Number Assignment

CUPE 2950 Postings

Priority #	*Priority Group*
1	Internal Applicants - Duty to Accommodate
2	Internal Applicants - Placements & Recalls
3	Internal Applicants - Active CUPE 2950
4	Internal Applicants – Non CUPE 2950 and all external applicants and former employees

CUPE 116/IUOE Postings

Priority #	*Priority Group*
1	Internal Applicants - Duty to Accommodate
2	Internal Applicants – Active CUPE 116, IUOE – Union Code, Department Code same as posting
3	Internal Applicants - Active CUPE 116, IUOE – Union Code same as posting, Department Code and Job Code different than posting
4	Internal Applicants – Non CUPE 116, IUOE
5	External Applicants & Former Employees

BCGEU-UBCO Postings

Priority #	*Priority Group*
1	Internal Applicants - Duty to Accommodate
2	Internal Applicants – Active BCGEU-UBCO
3	Internal Applicants – Non BCGEU-UBCO
5	External Applicants & Former Employees

All Other Postings

Priority #	*Priority Group*
1	Internal Applicants - Duty to Accommodate
99	All other applicants

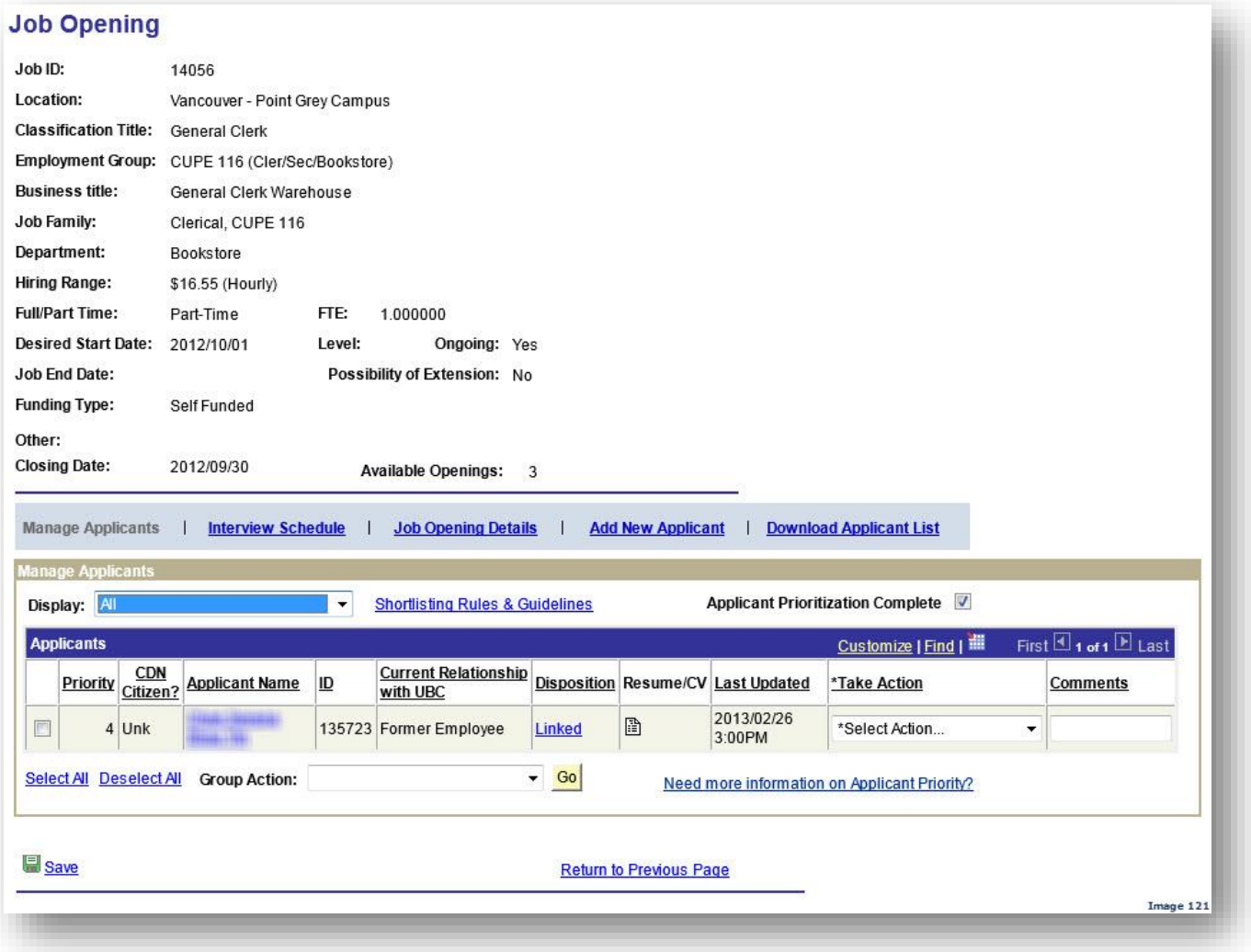
4.4 Review Applicants

From the 360-degree page, drill into Applicant Names to view applicant data and attachments.

Click on the Resume icon, if present, to open the Resume attachment. You may need to allow pop-ups or adjust your internet security to enable file downloads (see below).

Drill into 'Current Relationship with UBC' values to view current employment information for internal applicants.

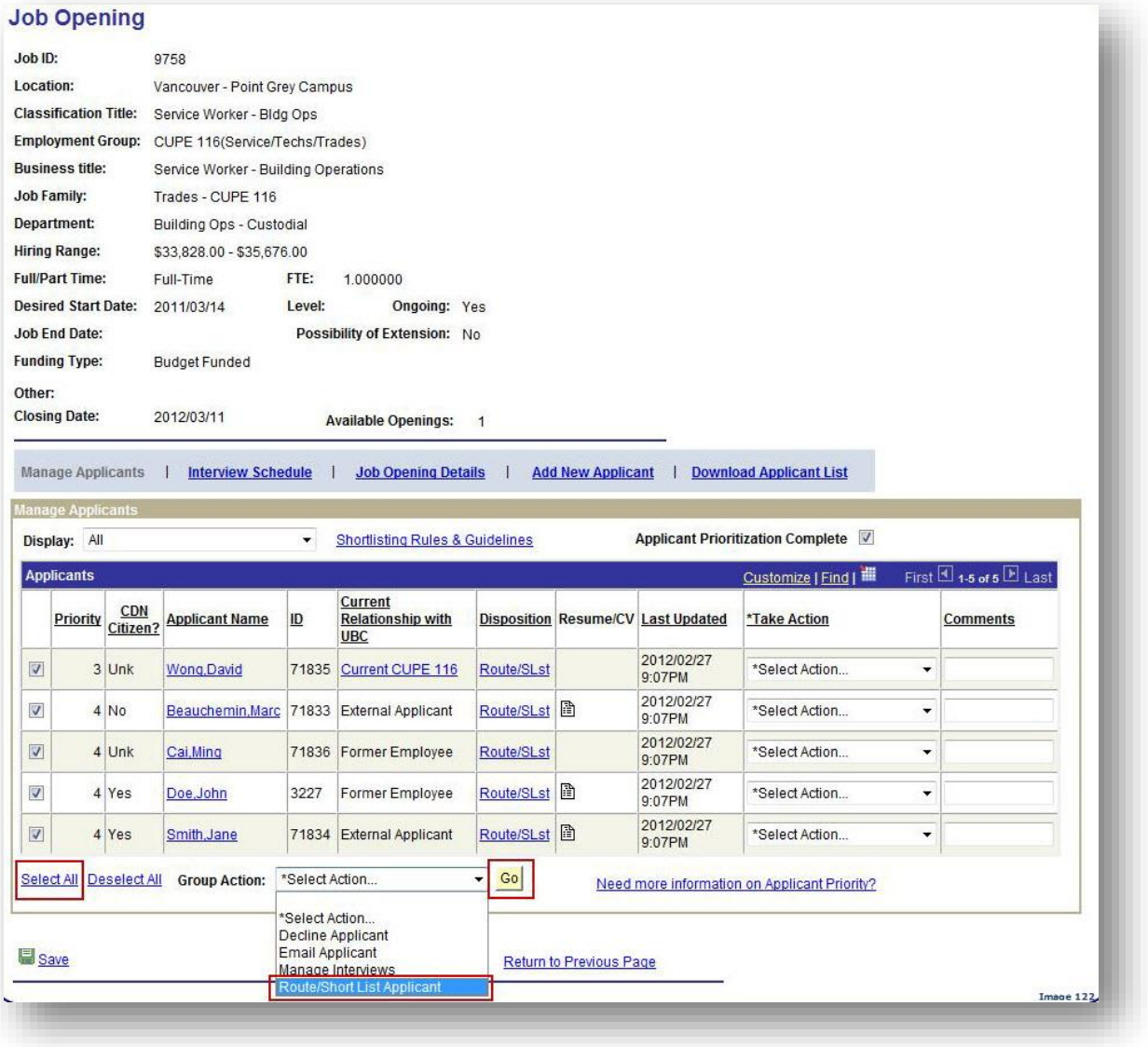
Click on 'Return to Applicant List' link to return to the 360-degree page.


Job Opening
Job ID: 14056
Location: Vancouver - Point Grey Campus
Classification Title: General Clerk
Employment Group: CUPE 116 (Cler/Sec/Bookstore)
Business title: General Clerk Warehouse
Job Family: Clerical, CUPE 116
Department: Bookstore
Hiring Range: $16.55 (Hourly)
Full/Part Time: Part-Time FTE: 1.000000
Desired Start Date: 2012/10/01 Level: Ongoing: Yes
Job End Date: Possibility of Extension: No
Funding Type: Self Funded
Other:
Closing Date: 2012/09/30 Available Openings: 3
Manage Applicants | Interview Schedule | Job Opening Details | Add New Applicant | Download Applicant List
Manage Applicants
Display: All
Shortlisting Rules & Guidelines
Applicant Prioritization Complete
Applicants
Customize | Find | First 1 of 1 Last
Priority
CDN Citizen?
Applicant Name
ID
Current Relationship with UBC
Disposition
Resume/CV
Last Updated
*Take Action
Comments
4 Unk 135723 Former Employee Linked 2013/02/26 3:00PM *Select Action...
Select All Deselect All Group Action: Go
Need more information on Applicant Priority?
Save
Return to Previous Page
Image 121

4.5 Reviewing Applicants – Interview/Selection Team

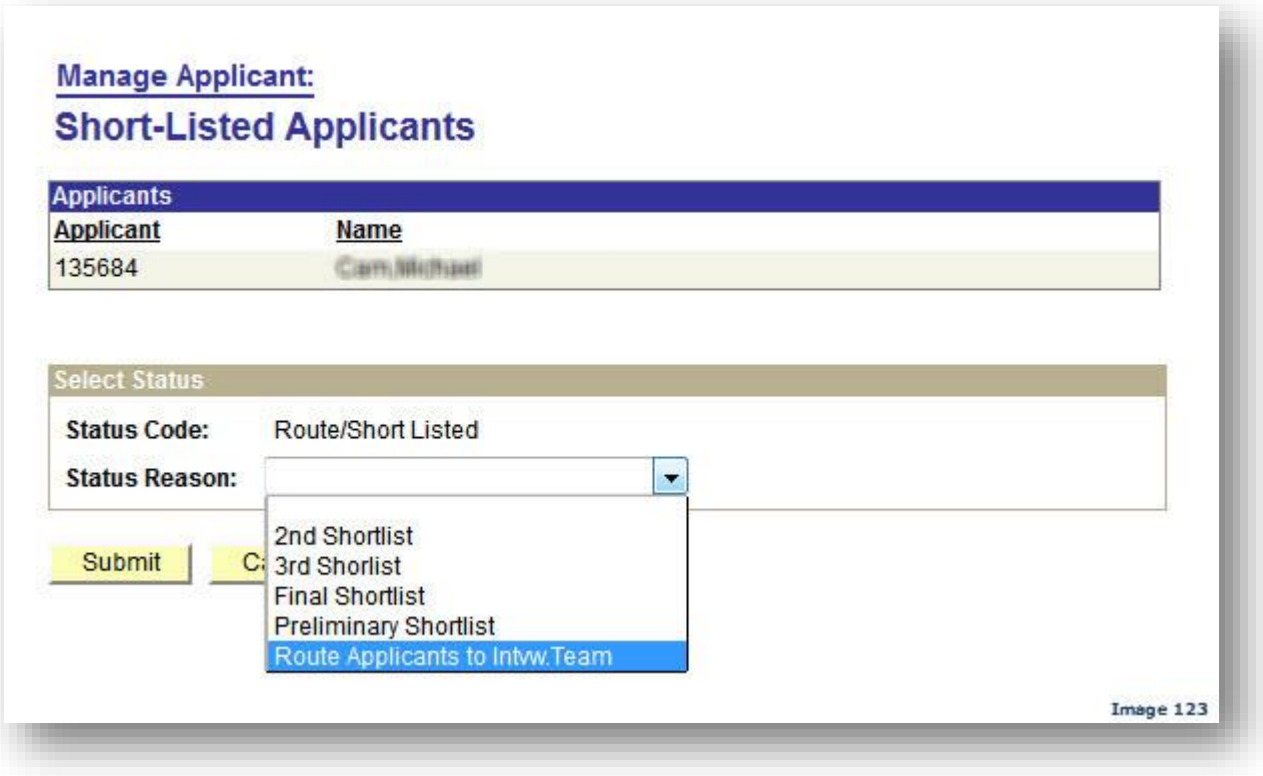
4.5.1 Routing/Shortlisting Applicants

Interview Team members you designated in your Job Opening, can review applicant details as soon as you change an applicant's disposition to 'Route/Shortlist' or 'Interview'. Applicant will only be available to your interview team members when they are moved to one of these two statuses. Moving applicants to a different status (i.e., Prepare Job Offer, Decline, etc.), will cause those applicants to be removed from the page the interview team uses.


Job Opening
Job ID: 9758
Location: Vancouver - Point Grey Campus
Classification Title: Service Worker - Bldg Ops
Employment Group: CUPE 116(Service/Techs/Trades)
Business title: Service Worker - Building Operations
Job Family: Trades - CUPE 116
Department: Building Ops - Custodial
Hiring Range: $33,828.00 - $35,676.00
Full/Part Time: Full-Time FTE: 1.000000
Desired Start Date: 2011/03/14 Level: Ongoing: Yes
Job End Date: Possibility of Extension: No
Funding Type: Budget Funded
Other:
Closing Date: 2012/03/11 Available Openings: 1
Manage Applicants | Interview Schedule | Job Opening Details | Add New Applicant | Download Applicant List
Manage Applicants
Display: All
Shortlisting Rules & Guidelines
Applicant Prioritization Complete
Applicants
Customize | Find | First 1-5 of 5 Last
Priority
CDN Citizen?
Applicant Name
ID
Current Relationship with UBC
Disposition
Resume/CV
Last Updated
*Take Action
Comments
3 Unk Wong,David 71835 Current CUPE 116 Route/SLst 2012/02/27 9:07PM *Select Action...
4 No Beauchemin,Marc 71833 External Applicant Route/SLst 2012/02/27 9:07PM *Select Action...
4 Unk Cai,Ming 71836 Former Employee Route/SLst 2012/02/27 9:07PM *Select Action...
4 Yes Doe,John 3227 Former Employee Route/SLst 2012/02/27 9:07PM *Select Action...
4 Yes Smith,Jane 71834 External Applicant Route/SLst 2012/02/27 9:07PM *Select Action...
Select All
Deselect All
Group Action: *Select Action...
Go
Need more information on Applicant Priority?
*Select Action...
Decline Applicant
Email Applicant
Manage Interviews
Route/Short List Applicant
Save
Return to Previous Page

To route all applicants to your interview team, select **Select All¸Group Action: Route/Short List Applicant**.

Click on the Go button to continue.



If you wish, select a reason for the routing and then click on the Submit button.

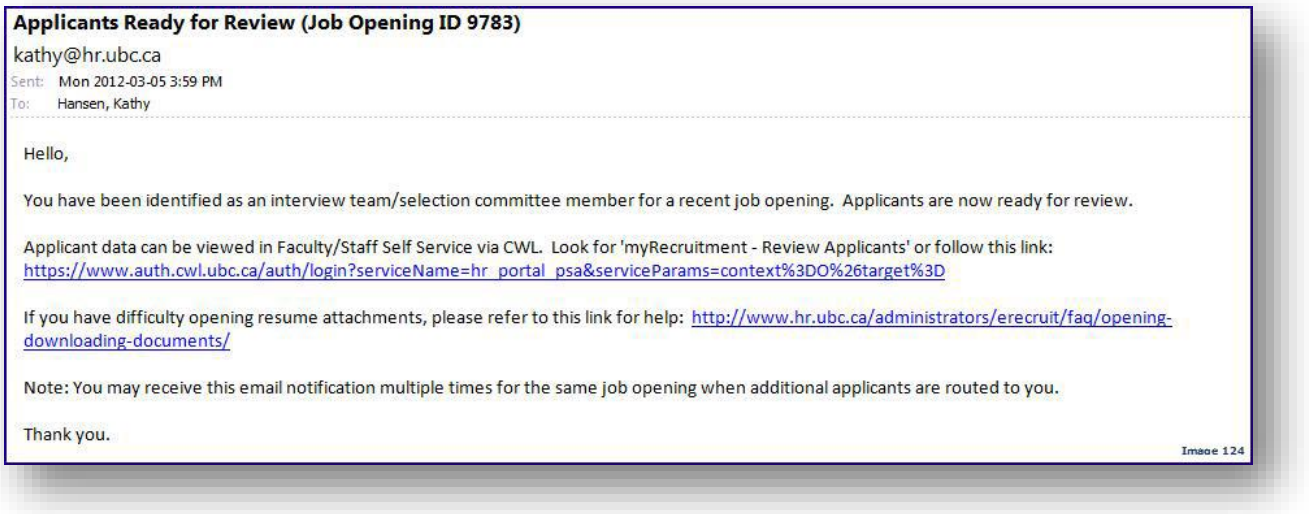
Important Note:

Applicant disposition statuses are visible to the applicant in their 'myCareer' home page.

However, some disposition statuses are changed for the applicant:

What you See	What the Applicant Sees
Applied	Applied
Route/Shortlist	**Reviewing Resumes**
Interview	Interview
Draft Offer	Applied
Offer Pending	Applied
Offer Approved	Applied
Prepare for Hire	Hired
Hired	Hired
Decline	Position Filled or Cancelled
Withdrawn	Withdrawn

All designated interview team members (as listed in the Job Opening Details page), will receive a notification email as soon as applicants are changed to disposition status '*Route/Shortlist*':



Applicants Ready for Review (Job Opening ID 9783)

kathy@hr.ubc.ca

Sent: Mon 2012-03-05 3:59 PM

To: Hansen, Kathy

Hello,

You have been identified as an interview team/selection committee member for a recent job opening. Applicants are now ready for review.

Applicant data can be viewed in Faculty/Staff Self Service via CWL. Look for 'myRecruitment - Review Applicants' or follow this link: https://www.auth.cwl.ubc.ca/auth/login?serviceName=hr_portal_psa&serviceParams=context%3DO%26target%3D

If you have difficulty opening resume attachments, please refer to this link for help: http://www.hr.ubc.ca/administrators/erecruit/faq/opening-downloading-documents/

Note: You may receive this email notification multiple times for the same job opening when additional applicants are routed to you.

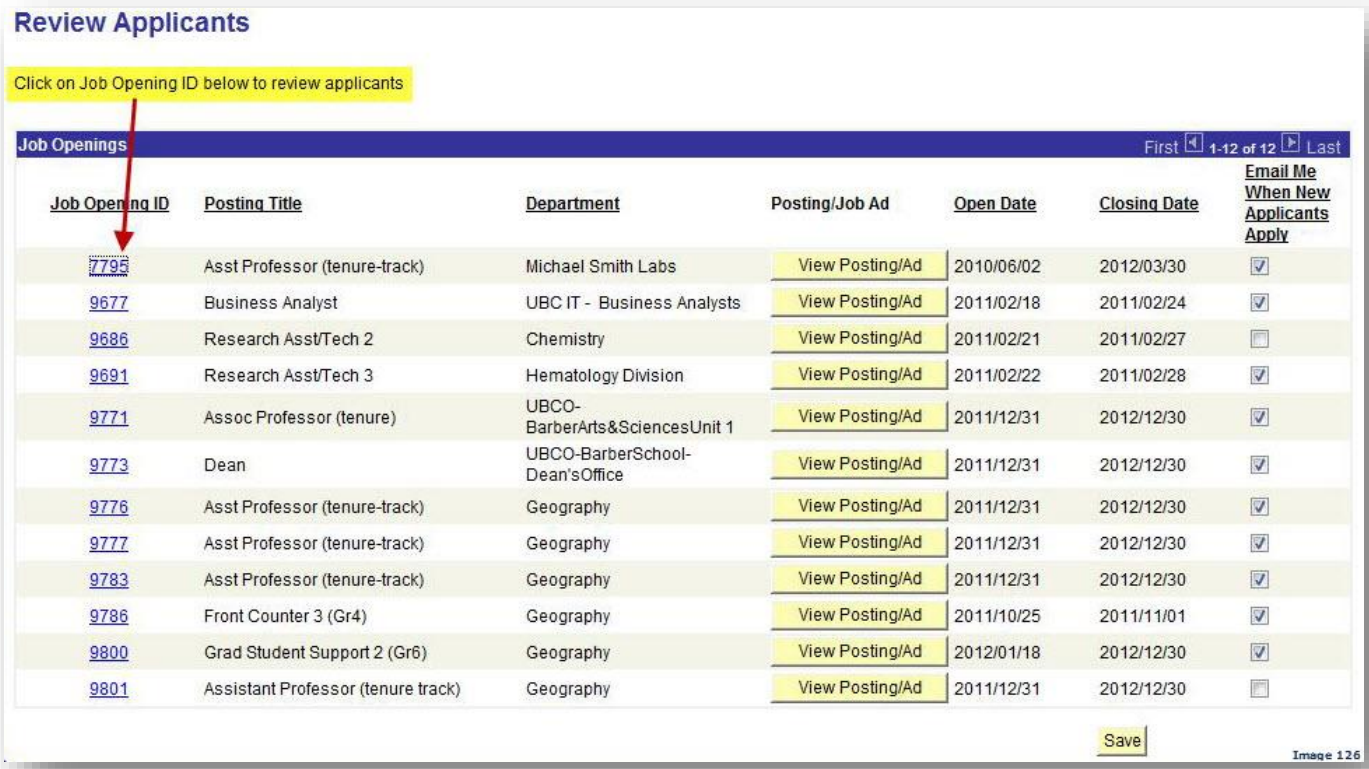
Thank you.

Image 124

Interview team members use a self-service page to review applicants.

Navigation: HRMS Self Service>myRecruitment>Review applications

myRecruitment
Review Applications
View applications where you are identified as part of an interview team.
Interview Schedule
View interview schedule where you are identified as part of an interview team.
Image 125

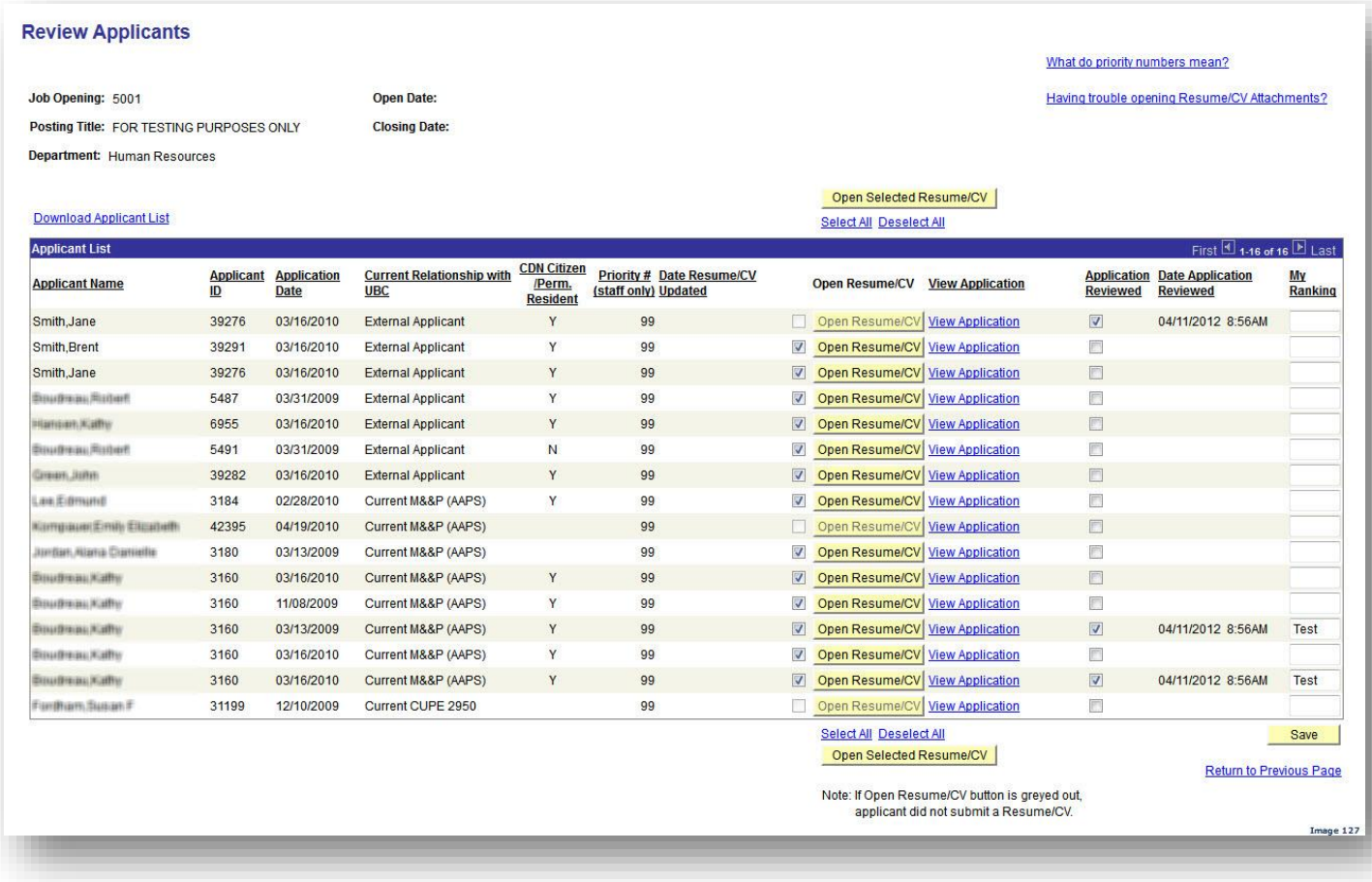

Review Applicants
Click on Job Opening ID below to review applicants
Job Openings
First 1-12 of 12 Last
Job Opening ID
Posting Title
Department
Posting/Job Ad
Open Date
Closing Date
Email Me When New Applicants Apply
7795 Asst Professor (tenure-track) Michael Smith Labs View Posting/Ad 2010/06/02 2012/03/30
9677 Business Analyst UBC IT - Business Analysts View Posting/Ad 2011/02/18 2011/02/24
9686 Research Asst/Tech 2 Chemistry View Posting/Ad 2011/02/21 2011/02/27
9691 Research Asst/Tech 3 Hematology Division View Posting/Ad 2011/02/22 2011/02/28
9771 Assoc Professor (tenure) UBCO-BarberArts&SciencesUnit 1 View Posting/Ad 2011/12/31 2012/12/30
9773 Dean UBCO-BarberSchool-Dean'sOffice View Posting/Ad 2011/12/31 2012/12/30
9776 Asst Professor (tenure-track) Geography View Posting/Ad 2011/12/31 2012/12/30
9777 Asst Professor (tenure-track) Geography View Posting/Ad 2011/12/31 2012/12/30
9783 Asst Professor (tenure-track) Geography View Posting/Ad 2011/12/31 2012/12/30
9786 Front Counter 3 (Gr4) Geography View Posting/Ad 2011/10/25 2011/11/01
9800 Grad Student Support 2 (Gr6) Geography View Posting/Ad 2012/01/18 2012/12/30
9801 Assistant Professor (tenure track) Geography View Posting/Ad 2011/12/31 2012/12/30
Save
Image 126

Click on **Job Opening ID** link to move to the applicant listing.

Click on the View Posting/Ad push button to see the original job posting.

Use the **Email me when New Applicants Apply** checkbox to turn on/off email notifications you receive (as an interview team member) as new applicants are routed to you for review. Ensure you click on the Save button if you use this feature.

Drilling into the Job Opening ID in the first page of the Review Applicants component, displays this secondary page:



Review Applicants

What do priority numbers mean?

Having trouble opening Resume/CV Attachments?

Job Opening: 5001 **Open Date:**

Posting Title: FOR TESTING PURPOSES ONLY **Closing Date:**

Department: Human Resources

Open Selected Resume/CV

Download Applicant List

Select All Deselect All

Applicant List — First 1-16 of 16 Last

Applicant Name	Applicant ID	Application Date	Current Relationship with UBC	CDN Citizen /Perm. Resident	Priority # (staff only)	Date Resume/CV Updated	Open Resume/CV	View Application	Application Reviewed	Date Application Reviewed	My Ranking
Smith,Jane	39276	03/16/2010	External Applicant	Y	99		Open Resume/CV	View Application	☑	04/11/2012 8:56AM	
Smith,Brent	39291	03/16/2010	External Applicant	Y	99	☑	Open Resume/CV	View Application	☐		
Smith,Jane	39276	03/16/2010	External Applicant	Y	99	☑	Open Resume/CV	View Application	☐		
[redacted]	5487	03/31/2009	External Applicant	Y	99	☑	Open Resume/CV	View Application	☐		
[redacted]	6955	03/16/2010	External Applicant	Y	99	☑	Open Resume/CV	View Application	☐		
[redacted]	5491	03/31/2009	External Applicant	N	99	☑	Open Resume/CV	View Application	☐		
[redacted]	39282	03/16/2010	External Applicant	Y	99	☑	Open Resume/CV	View Application	☐		
[redacted]	3184	02/28/2010	Current M&P (AAPS)	Y	99	☑	Open Resume/CV	View Application	☐		
[redacted]	42395	04/19/2010	Current M&P (AAPS)		99	☐	Open Resume/CV	View Application	☐		
[redacted]	3180	03/13/2009	Current M&P (AAPS)		99	☑	Open Resume/CV	View Application	☐		
[redacted]	3160	03/16/2010	Current M&P (AAPS)	Y	99	☑	Open Resume/CV	View Application	☐		
[redacted]	3160	11/08/2009	Current M&P (AAPS)	Y	99	☑	Open Resume/CV	View Application	☐		
[redacted]	3160	03/13/2009	Current M&P (AAPS)	Y	99	☑	Open Resume/CV	View Application	☑	04/11/2012 8:56AM	Test
[redacted]	3160	03/16/2010	Current M&P (AAPS)	Y	99	☑	Open Resume/CV	View Application	☐		
[redacted]	3160	03/16/2010	Current M&P (AAPS)	Y	99	☑	Open Resume/CV	View Application	☑	04/11/2012 8:56AM	Test
[redacted]	31199	12/10/2009	Current CUPE 2950		99	☐	Open Resume/CV	View Application	☐		

Select All Deselect All

Save

Open Selected Resume/CV

Return to Previous Page

Note: If Open Resume/CV button is greyed out, applicant did not submit a Resume/CV.

Image 127

This page lists all applicants routed to the interview team members by the department recruiter.

All displayed values can be re-sorted by clicking on a column header.

- **Applicant Name:** Displays name supplied by the applicant (LastName,FirstName).
- **Applicant ID:** Applicant Identification number assigned by the system.
- **Current Relationship to UBC:** External Applicant, Former Employee or current UBC employee and current employment affiliation.
- **CDN Citizen/Perm.Resident:** Canadian citizenship Y/N based on information supplied by applicant.
- **Priority#:** Applicant priority number (staff only). Click on What do priority numbers mean? link for more information on priority numbers.
- **Date Resume/CV Updated:** Indicates the date and time an applicant updated their resume (if blank no updates have taken place).
- **Open Resume/CV:** Open individual resume/CV packages by clicking the Open Resume/CV button. If button is greyed out, no resume/CV package exists for that particular applicant. See instructions on next page for how to open and print multiple resume/CVs.
- **View Application:** Click on the View Application link to view an applicant summary page. See View Application information section on page 108.
- **Application Reviewed:** Keep track of applications you have reviewed by selecting this checkbox. Ensure you click on the Save button if you use this feature.
- **Date Applications Reviewed:** Records the date and time you selected the 'Applications Reviewed' checkbox.
- **My Ranking:** Free-form field to record a ranking or comment for each applicant. Ensure you click on the Save button if you use this feature.

4.5.2 Opening and Printing Resumes/CVs

Use the Open Resume/CV and the Open Selected Resume/CV buttons in the Review Applicants page to open resume/CV packages, individually or in bulk.

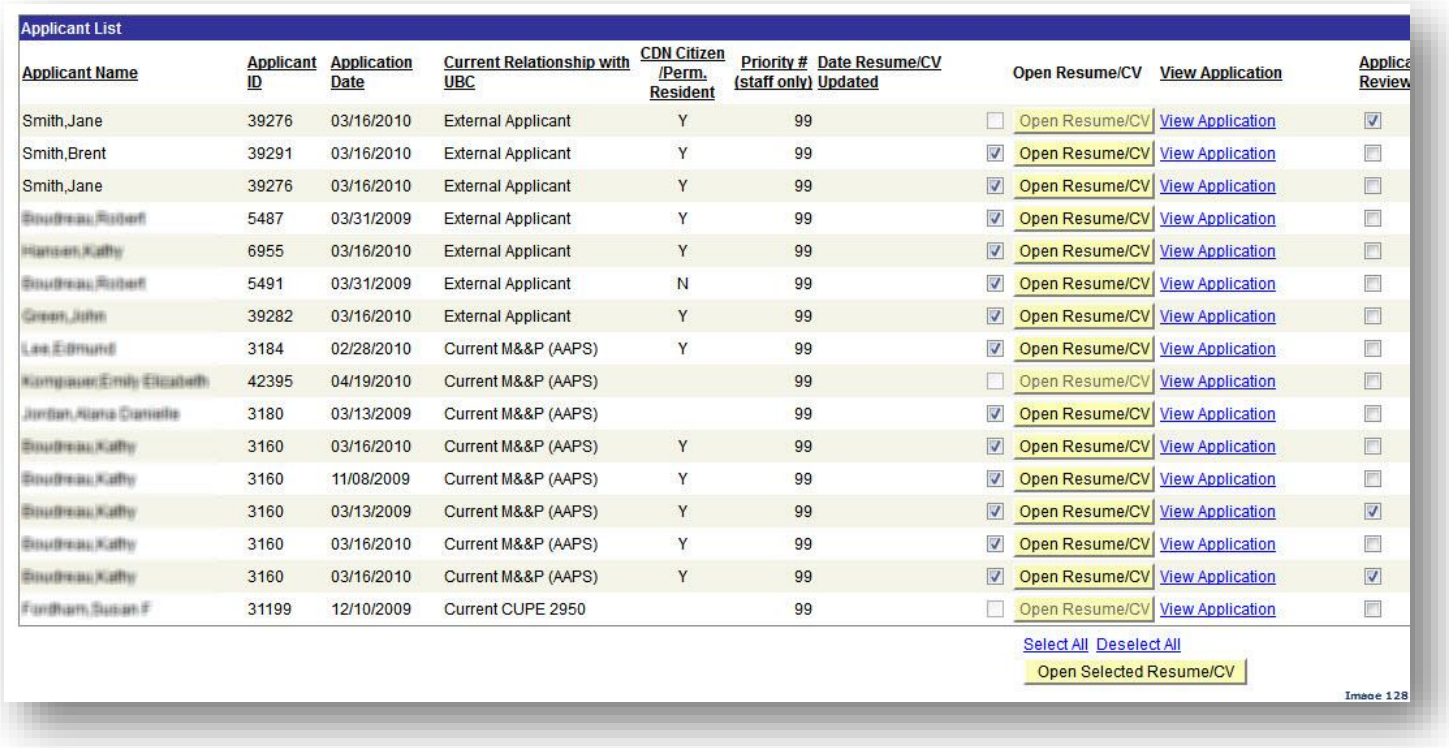
Note: If button is greyed out, no resume exists for that particular applicant.

To open and print an individual resume/CV package, click on the Open Resume/CV button against a single applicant. The system will open a secondary window which displays a PDF version of the applicant's resume/CV package.

For problems with opening resume/CV attachments, refer to section **5.3 Opening/Viewing Attachments - Troubleshooting FAQs** below on **page 117**. The resume/CV package can now be printed using your browser's print functionality.

To open and print multiple resume/CV packages, select the applicants' by using the individual checkboxes or use the Select All hyperlink to select all applicants with resume/CV attachments.

The screenshot below illustrates how to open and print all resume/CV's submitted by all applicants:



Applicant List

Applicant Name	Applicant ID	Application Date	Current Relationship with UBC	CDN Citizen /Perm. Resident	Priority # (staff only)	Date Resume/CV Updated	Open Resume/CV	View Application	Applica Review
Smith,Jane	39276	03/16/2010	External Applicant	Y	99		Open Resume/CV	View Application	
Smith,Brent	39291	03/16/2010	External Applicant	Y	99		Open Resume/CV	View Application	
Smith,Jane	39276	03/16/2010	External Applicant	Y	99		Open Resume/CV	View Application	
[redacted]	5487	03/31/2009	External Applicant	Y	99		Open Resume/CV	View Application	
[redacted]	6955	03/16/2010	External Applicant	Y	99		Open Resume/CV	View Application	
[redacted]	5491	03/31/2009	External Applicant	N	99		Open Resume/CV	View Application	
[redacted]	39282	03/16/2010	External Applicant	Y	99		Open Resume/CV	View Application	
[redacted]	3184	02/28/2010	Current M&P (AAPS)	Y	99		Open Resume/CV	View Application	
[redacted]	42395	04/19/2010	Current M&P (AAPS)		99		Open Resume/CV	View Application	
[redacted]	3180	03/13/2009	Current M&P (AAPS)		99		Open Resume/CV	View Application	
[redacted]	3160	03/16/2010	Current M&P (AAPS)	Y	99		Open Resume/CV	View Application	
[redacted]	3160	11/08/2009	Current M&P (AAPS)	Y	99		Open Resume/CV	View Application	
[redacted]	3160	03/13/2009	Current M&P (AAPS)	Y	99		Open Resume/CV	View Application	
[redacted]	3160	03/16/2010	Current M&P (AAPS)	Y	99		Open Resume/CV	View Application	
[redacted]	3160	03/16/2010	Current M&P (AAPS)	Y	99		Open Resume/CV	View Application	
[redacted]	31199	12/10/2009	Current CUPE 2950		99		Open Resume/CV	View Application	

Select All Deselect All

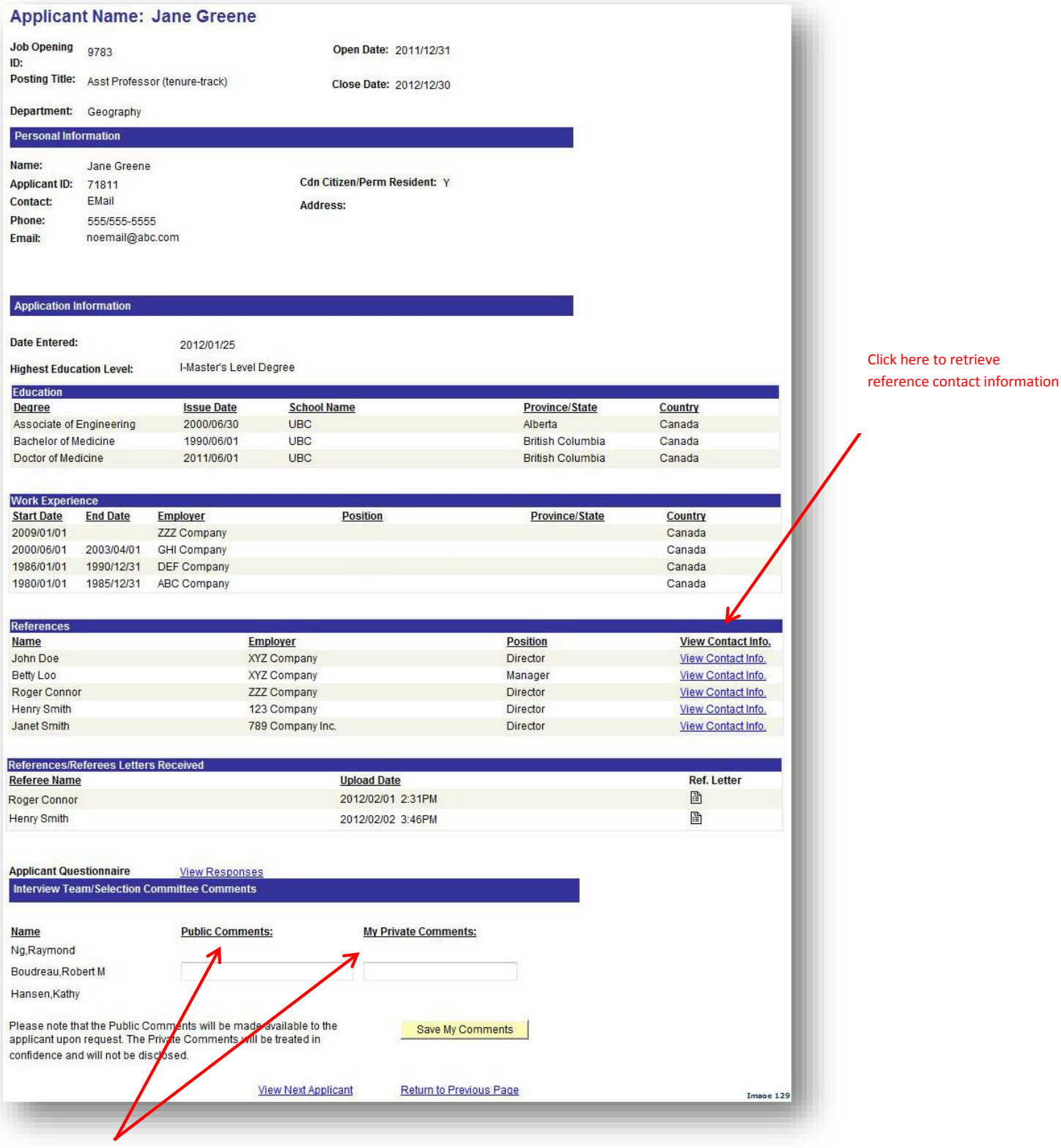
Open Selected Resume/CV

Image 128

The system will open a secondary window which displays a PDF version of all applicants' resume/CV packages, merged into one single document which can then be printed.

4.5.3 View Application Data

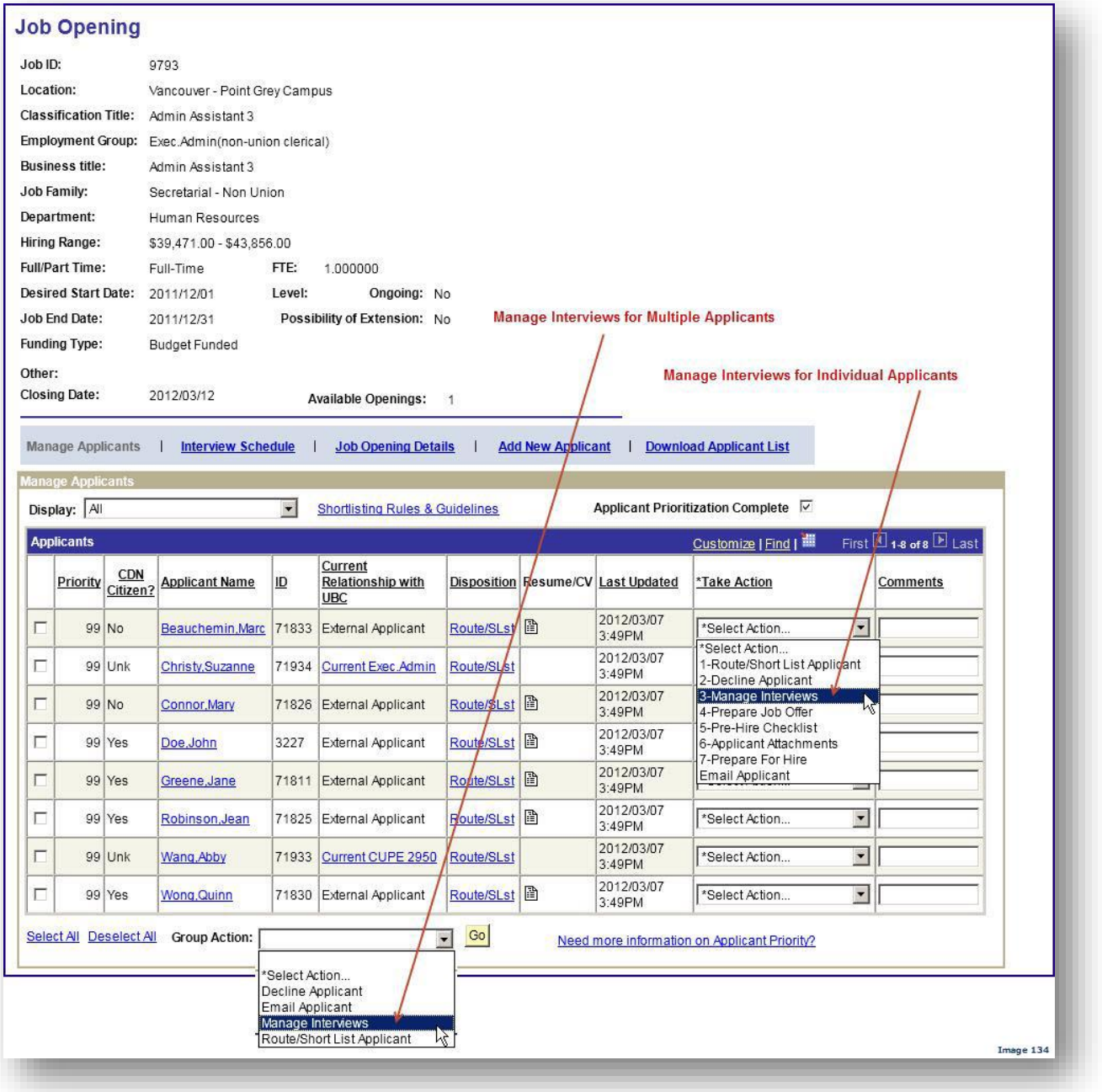
When selecting the View Application link against a single applicant, the following applicant data summary page will display:


Applicant Name: Jane Greene
Job Opening ID: 9783
Open Date: 2011/12/31
Posting Title: Asst Professor (tenure-track)
Close Date: 2012/12/30
Department: Geography
Personal Information
Name: Jane Greene
Applicant ID: 71811
Contact: EMail
Phone: 555/555-5555
Email: noemail@abc.com
Cdn Citizen/Perm Resident: Y
Address:
Application Information
Date Entered: 2012/01/25
Highest Education Level: I-Master's Level Degree
Education
Degree | Issue Date | School Name | Province/State | Country
Associate of Engineering | 2000/06/30 | UBC | Alberta | Canada
Bachelor of Medicine | 1990/06/01 | UBC | British Columbia | Canada
Doctor of Medicine | 2011/06/01 | UBC | British Columbia | Canada
Work Experience
Start Date | End Date | Employer | Position | Province/State | Country
2009/01/01 | | ZZZ Company | | | Canada
2000/06/01 | 2003/04/01 | GHI Company | | | Canada
1986/01/01 | 1990/12/31 | DEF Company | | | Canada
1980/01/01 | 1985/12/31 | ABC Company | | | Canada
References
Name | Employer | Position | View Contact Info.
John Doe | XYZ Company | Director | View Contact Info.
Betty Loo | XYZ Company | Manager | View Contact Info.
Roger Connor | ZZZ Company | Director | View Contact Info.
Henry Smith | 123 Company | Director | View Contact Info.
Janet Smith | 789 Company Inc. | Director | View Contact Info.
References/Referees Letters Received
Referee Name | Upload Date | Ref. Letter
Roger Connor | 2012/02/01 2:31PM
Henry Smith | 2012/02/02 3:46PM
Applicant Questionnaire View Responses
Interview Team/Selection Committee Comments
Name | Public Comments: | My Private Comments:
Ng,Raymond
Boudreau,Robert M
Hansen,Kathy
Please note that the Public Comments will be made available to the applicant upon request. The Private Comments will be treated in confidence and will not be disclosed.
Save My Comments
View Next Applicant
Return to Previous Page
Image 129
Click here to retrieve reference contact information

Enter comments you want to share with your departmental recruiter and interview team members in **Public Comments**. Enter comments only you can see in **My Private Comments**.
NOTE: Both public and private comments about an applicant may be disclosed in accordance with terms of the Freedom of Information and Protection of Privacy Act.

4.6 Schedule Interviews and Review Interview Schedule

Similar to shortlisting, you can manage interviews for individual or multiple applicants. This is an optional step.

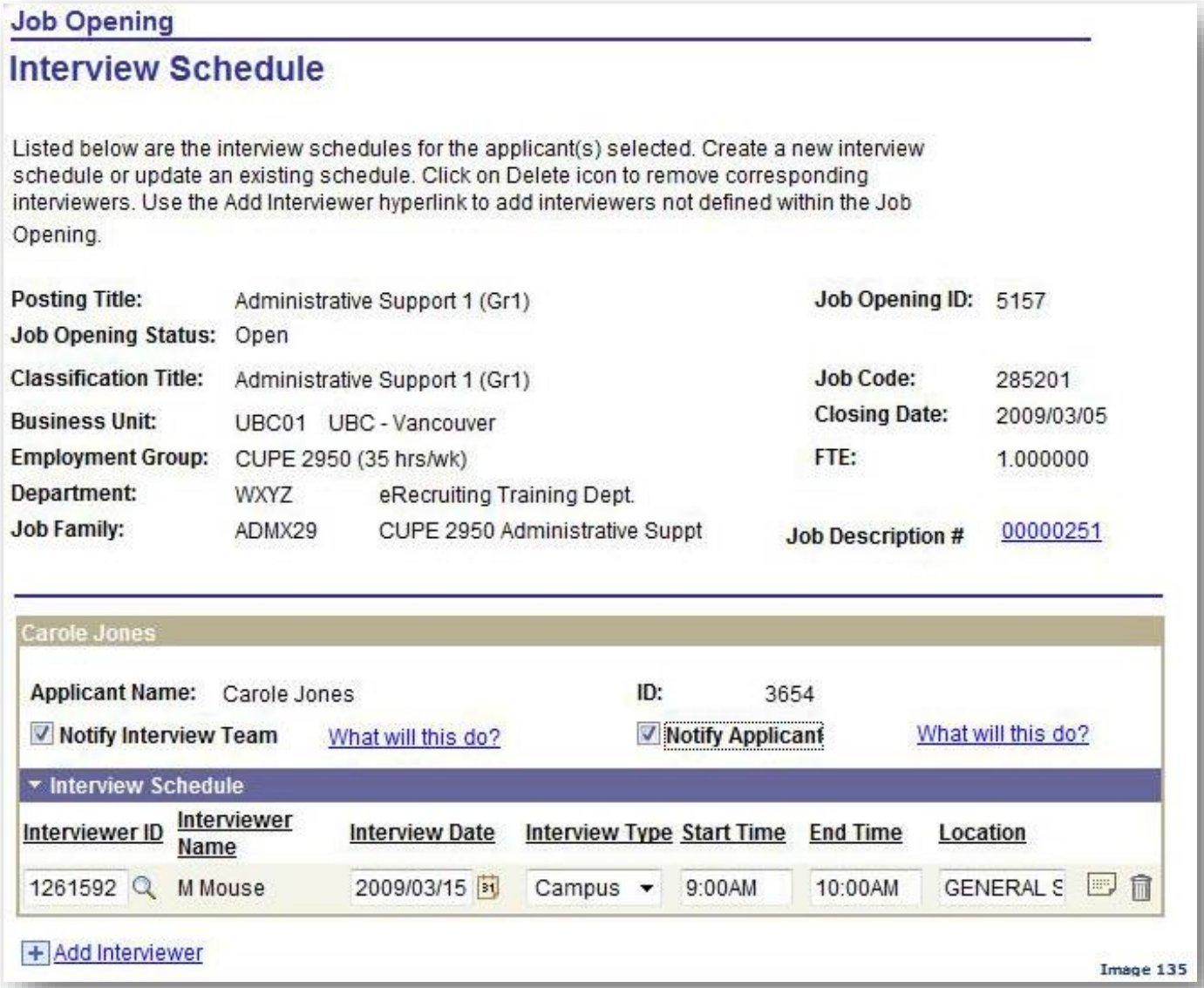

Job Opening
Job ID: 9793
Location: Vancouver - Point Grey Campus
Classification Title: Admin Assistant 3
Employment Group: Exec.Admin(non-union clerical)
Business title: Admin Assistant 3
Job Family: Secretarial - Non Union
Department: Human Resources
Hiring Range: $39,471.00 - $43,856.00
Full/Part Time: Full-Time FTE: 1.000000
Desired Start Date: 2011/12/01 Level: Ongoing: No
Job End Date: 2011/12/31 Possibility of Extension: No
Funding Type: Budget Funded
Other:
Closing Date: 2012/03/12 Available Openings: 1
Manage Interviews for Multiple Applicants
Manage Interviews for Individual Applicants
Manage Applicants | Interview Schedule | Job Opening Details | Add New Applicant | Download Applicant List
Manage Applicants
Display: All
Shortlisting Rules & Guidelines
Applicant Prioritization Complete
Applicants
Customize | Find | First 1-8 of 8 Last
Priority | CDN Citizen? | Applicant Name | ID | Current Relationship with UBC | Disposition | Resume/CV | Last Updated | *Take Action | Comments
99 No Beauchemin,Marc 71833 External Applicant Route/SLst 2012/03/07 3:49PM
99 Unk Christy,Suzanne 71934 Current Exec.Admin Route/SLst 2012/03/07 3:49PM
99 No Connor,Mary 71826 External Applicant Route/SLst 2012/03/07 3:49PM
99 Yes Doe,John 3227 External Applicant Route/SLst 2012/03/07 3:49PM
99 Yes Greene,Jane 71811 External Applicant Route/SLst 2012/03/07 3:49PM
99 Yes Robinson,Jean 71825 External Applicant Route/SLst 2012/03/07 3:49PM
99 Unk Wang,Abby 71933 Current CUPE 2950 Route/SLst 2012/03/07 3:49PM
99 Yes Wong,Quinn 71830 External Applicant Route/SLst 2012/03/07 3:49PM
*Select Action...
1-Route/Short List Applicant
2-Decline Applicant
3-Manage Interviews
4-Prepare Job Offer
5-Pre-Hire Checklist
6-Applicant Attachments
7-Prepare For Hire
Email Applicant
Select All Deselect All Group Action: Go
Need more information on Applicant Priority?
*Select Action...
Decline Applicant
Email Applicant
Manage Interviews
Route/Short List Applicant
Image 134

Important Note:

Applicant disposition statuses are visible to the applicant in their 'myCareer' home page.

However, some disposition statuses are changed for the applicant:

What you See	What the Applicant Sees
Applied	Applied
Route/Shortlist	Reviewing Resumes
Interview	**Interview**
Draft Offer	Applied
Offer Pending	Applied
Offer Approved	Applied
Prepare for Hire	Hired
Hired	Hired
Decline	Position Filled or Cancelled
Withdrawn	Withdrawn



- Details into this page should only be entered after applicants and interviewers have been contacted outside of this system and they have agreed to dates and times.
- Enter the Interview Date, Interview Type, Start Time, End Time and Location.
- Clicking on 'Notify Interview Team' and/or 'Notify Applicant' will generate and send notification emails to Interview Team/Applicant. Note that these emails assume that interviewers and applicants have already been contacted with the interview details.
- Click on 'Add Interviewer' link to add additional interviewers. However, it is advisable to add additional interviewers to your Job Opening before scheduling interviews, as interviewers added to the Interview Schedule page will not be able to view applicants via Faculty/Staff Self Service. Only those designated in the Interview Team in your Job Opening will be given access to review applicants.

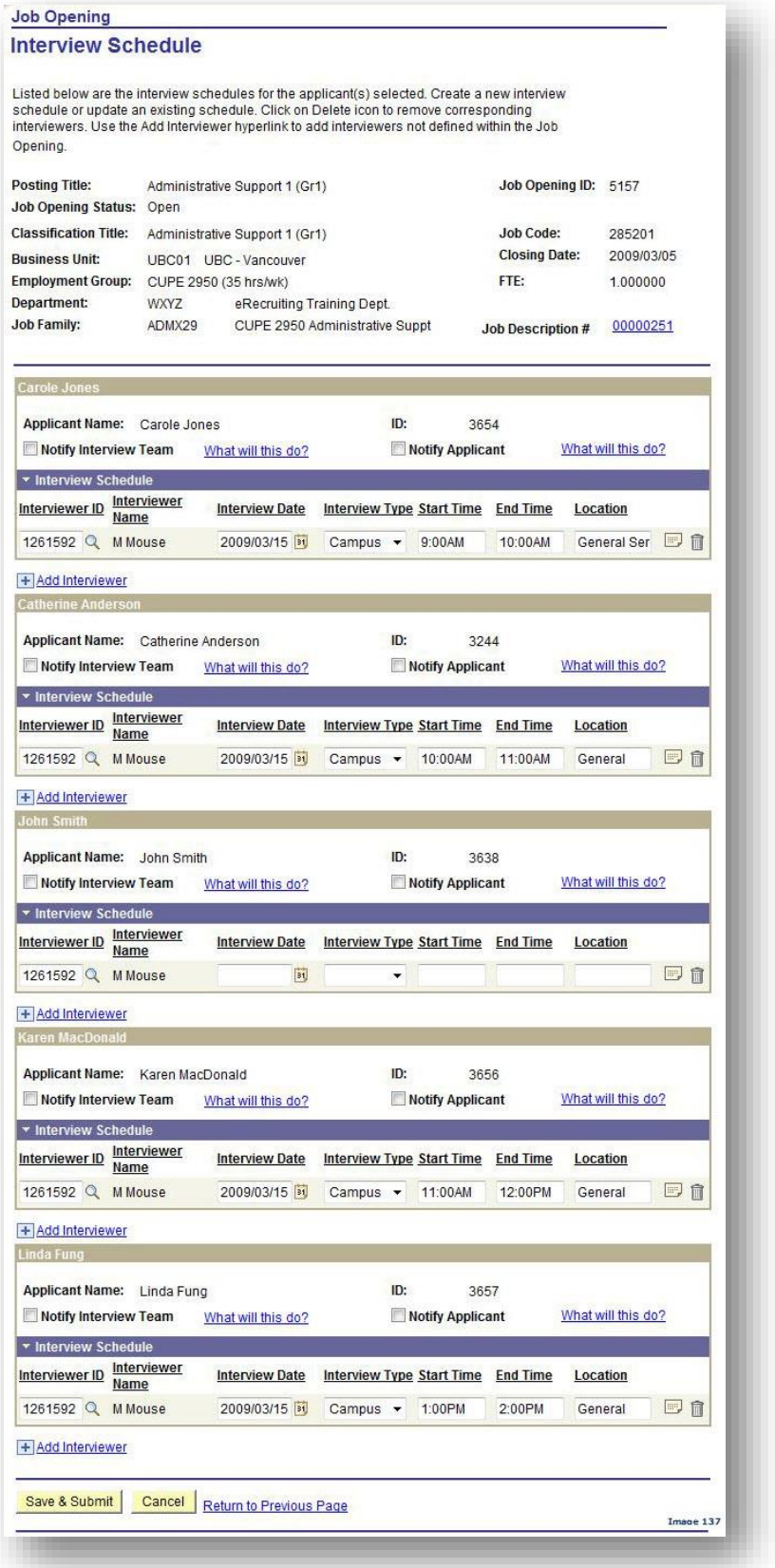
Disposition values update to 'Interview' for applicants selected. These applicants will be accessible by your interview team.

You can review individual interview schedules for applicants by clicking on their 'Interview' disposition or click on **Interview Schedule** link to review the entire interview schedule.

Job Opening
Job ID: 9793
Location: Vancouver - Point Grey Campus
Classification Title: Admin Assistant 3
Employment Group: Exec.Admin(non-union clerical)
Business title: Admin Assistant 3
Job Family: Secretarial - Non Union
Department: Human Resources
Hiring Range: $39,471.00 - $43,856.00
Full/Part Time: Full-Time FTE: 1.000000
Desired Start Date: 2011/12/01 Level: Ongoing: No
Job End Date: 2011/12/31 Possibility of Extension: No
Funding Type: Budget Funded
Other:
Closing Date: 2012/03/12 Available Openings: 1
Click here to view Interview Schedule for all applicants
Click here to view individual Interview Schedules
Manage Applicants | Interview Schedule | Job Opening Details | Add New Applicant | Download Applicant List
Manage Applicants
Display: All
Shortlisting Rules & Guidelines
Applicant Prioritization Complete
Applicants
Customize | Find | First 1-8 of 8 Last
Priority
CDN Citizen?
Applicant Name
ID
Current Relationship with UBC
Disposition
Resume/CV
Last Updated
*Take Action
Comments
99 No Beauchemin,Marc 71833 External Applicant Interview 2012/03/07 7:08PM *Select Action...
99 Unk Christy,Suzanne 71934 Current Exec.Admin Interview 2012/03/07 7:08PM *Select Action...
99 No Connor,Mary 71826 External Applicant Interview 2012/03/07 7:08PM *Select Action...
99 Yes Doe,John 3227 External Applicant Route/SLst 2012/03/07 3:49PM *Select Action...
99 Yes Greene,Jane 71811 External Applicant Route/SLst 2012/03/07 3:49PM *Select Action...
99 Yes Robinson,Jean 71825 External Applicant Route/SLst 2012/03/07 3:49PM *Select Action...
99 Unk Wang,Abby 71933 Current CUPE 2950 Route/SLst 2012/03/07 3:49PM *Select Action...
99 Yes Wong,Quinn 71830 External Applicant Route/SLst 2012/03/07 3:49PM *Select Action...
Select All Deselect All Group Action: *Select Action... Go
Need more information on Applicant Priority?
Image 136

Review **Interview Schedule** for all applicants.

Note that John Smith was not shortlisted nor selected for interview but appears on this page with no interview date/time.



Job Opening

Interview Schedule

Listed below are the interview schedules for the applicant(s) selected. Create a new interview schedule or update an existing schedule. Click on Delete icon to remove corresponding interviewers. Use the Add Interviewer hyperlink to add interviewers not defined within the Job Opening.

Posting Title: Administrative Support 1 (Gr1)
Job Opening ID: 5157
Job Opening Status: Open
Classification Title: Administrative Support 1 (Gr1)
Job Code: 285201
Business Unit: UBC01 UBC - Vancouver
Closing Date: 2009/03/05
Employment Group: CUPE 2950 (35 hrs/wk)
FTE: 1.000000
Department: WXYZ eRecruiting Training Dept.
Job Family: ADMX29 CUPE 2950 Administrative Suppt
Job Description # 00000251

Carole Jones

Applicant Name: Carole Jones ID: 3654
Notify Interview Team What will this do? Notify Applicant What will this do?

Interview Schedule

Interviewer ID	Interviewer Name	Interview Date	Interview Type	Start Time	End Time	Location
1261592	M Mouse	2009/03/15	Campus	9:00AM	10:00AM	General Ser

Add Interviewer

Catherine Anderson

Applicant Name: Catherine Anderson ID: 3244
Notify Interview Team What will this do? Notify Applicant What will this do?

Interview Schedule

Interviewer ID	Interviewer Name	Interview Date	Interview Type	Start Time	End Time	Location
1261592	M Mouse	2009/03/15	Campus	10:00AM	11:00AM	General

Add Interviewer

John Smith

Applicant Name: John Smith ID: 3638
Notify Interview Team What will this do? Notify Applicant What will this do?

Interview Schedule

Interviewer ID	Interviewer Name	Interview Date	Interview Type	Start Time	End Time	Location
1261592	M Mouse					

Add Interviewer

Karen MacDonald

Applicant Name: Karen MacDonald ID: 3656
Notify Interview Team What will this do? Notify Applicant What will this do?

Interview Schedule

Interviewer ID	Interviewer Name	Interview Date	Interview Type	Start Time	End Time	Location
1261592	M Mouse	2009/03/15	Campus	11:00AM	12:00PM	General

Add Interviewer

Linda Fung

Applicant Name: Linda Fung ID: 3657
Notify Interview Team What will this do? Notify Applicant What will this do?

Interview Schedule

Interviewer ID	Interviewer Name	Interview Date	Interview Type	Start Time	End Time	Location
1261592	M Mouse	2009/03/15	Campus	1:00PM	2:00PM	General

Add Interviewer

Save & Submit Cancel Return to Previous Page

Image 137

Interview Team members you designated in your Job Opening can review Interview Schedules as soon as you schedule interviews in the system.

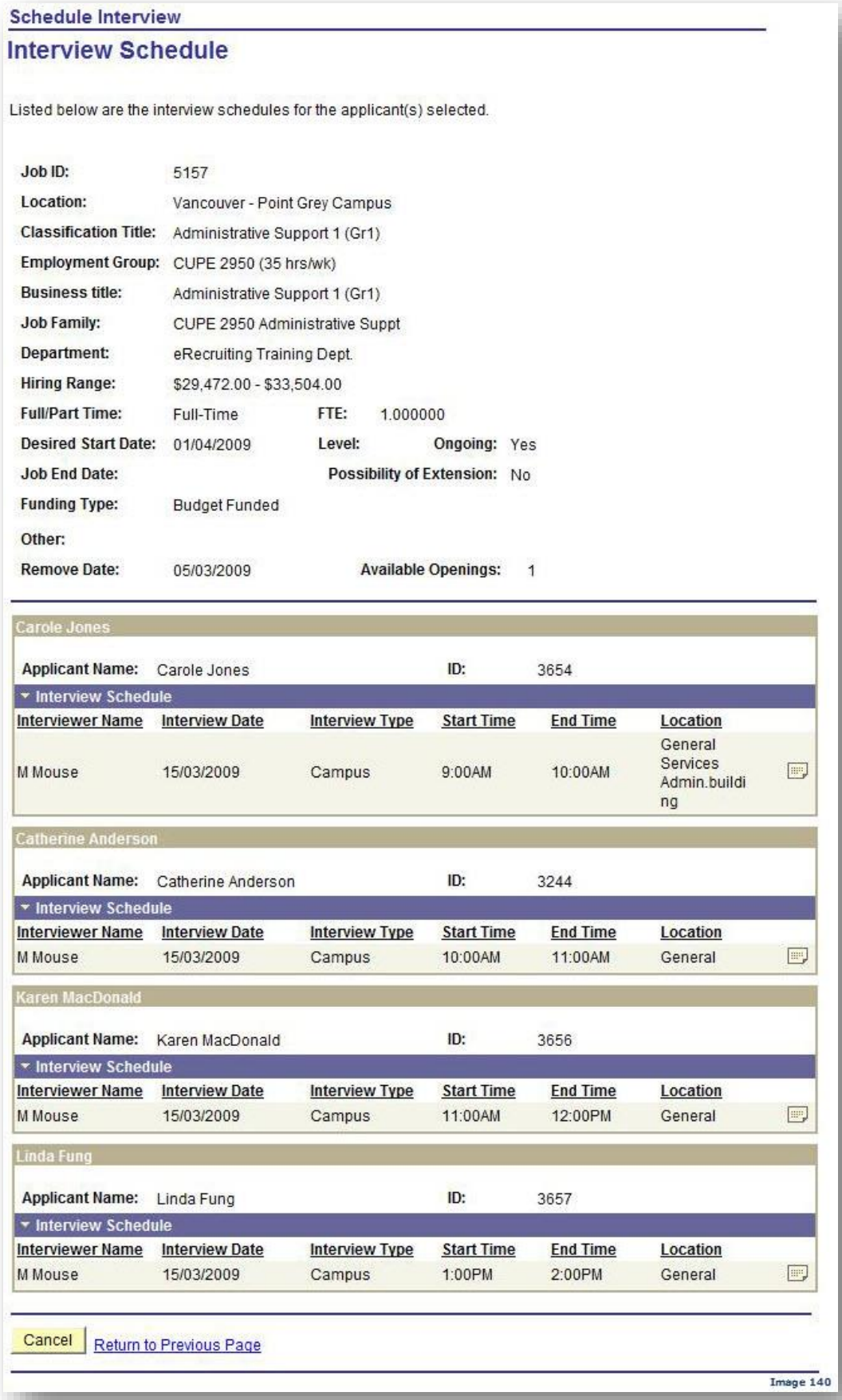
Interview team members use a self-service page to review Interview Schedules

Navigation: HRMS Self Service>myRecruitment>Interview Schedule

myRecruitment
Review Applications
View applications where you are identified as part of an interview team.
Interview Schedule
View interview schedule where you are identified as part of an interview team.
Image 138

An interview schedule will appear for each job opening the interviewer is designated as an interview team member and interviews have been scheduled.

Interview Team Interview Schedule page:



Schedule Interview

Interview Schedule

Listed below are the interview schedules for the applicant(s) selected.

Job ID: 5157
Location: Vancouver - Point Grey Campus
Classification Title: Administrative Support 1 (Gr1)
Employment Group: CUPE 2950 (35 hrs/wk)
Business title: Administrative Support 1 (Gr1)
Job Family: CUPE 2950 Administrative Suppt
Department: eRecruiting Training Dept.
Hiring Range: $29,472.00 - $33,504.00
Full/Part Time: Full-Time **FTE:** 1.000000
Desired Start Date: 01/04/2009 **Level:** **Ongoing:** Yes
Job End Date: **Possibility of Extension:** No
Funding Type: Budget Funded
Other:
Remove Date: 05/03/2009 **Available Openings:** 1

Carole Jones

Applicant Name: Carole Jones **ID:** 3654

Interview Schedule

Interviewer Name	Interview Date	Interview Type	Start Time	End Time	Location
M Mouse	15/03/2009	Campus	9:00AM	10:00AM	General Services Admin.building

Catherine Anderson

Applicant Name: Catherine Anderson **ID:** 3244

Interview Schedule

Interviewer Name	Interview Date	Interview Type	Start Time	End Time	Location
M Mouse	15/03/2009	Campus	10:00AM	11:00AM	General

Karen MacDonald

Applicant Name: Karen MacDonald **ID:** 3656

Interview Schedule

Interviewer Name	Interview Date	Interview Type	Start Time	End Time	Location
M Mouse	15/03/2009	Campus	11:00AM	12:00PM	General

Linda Fung

Applicant Name: Linda Fung **ID:** 3657

Interview Schedule

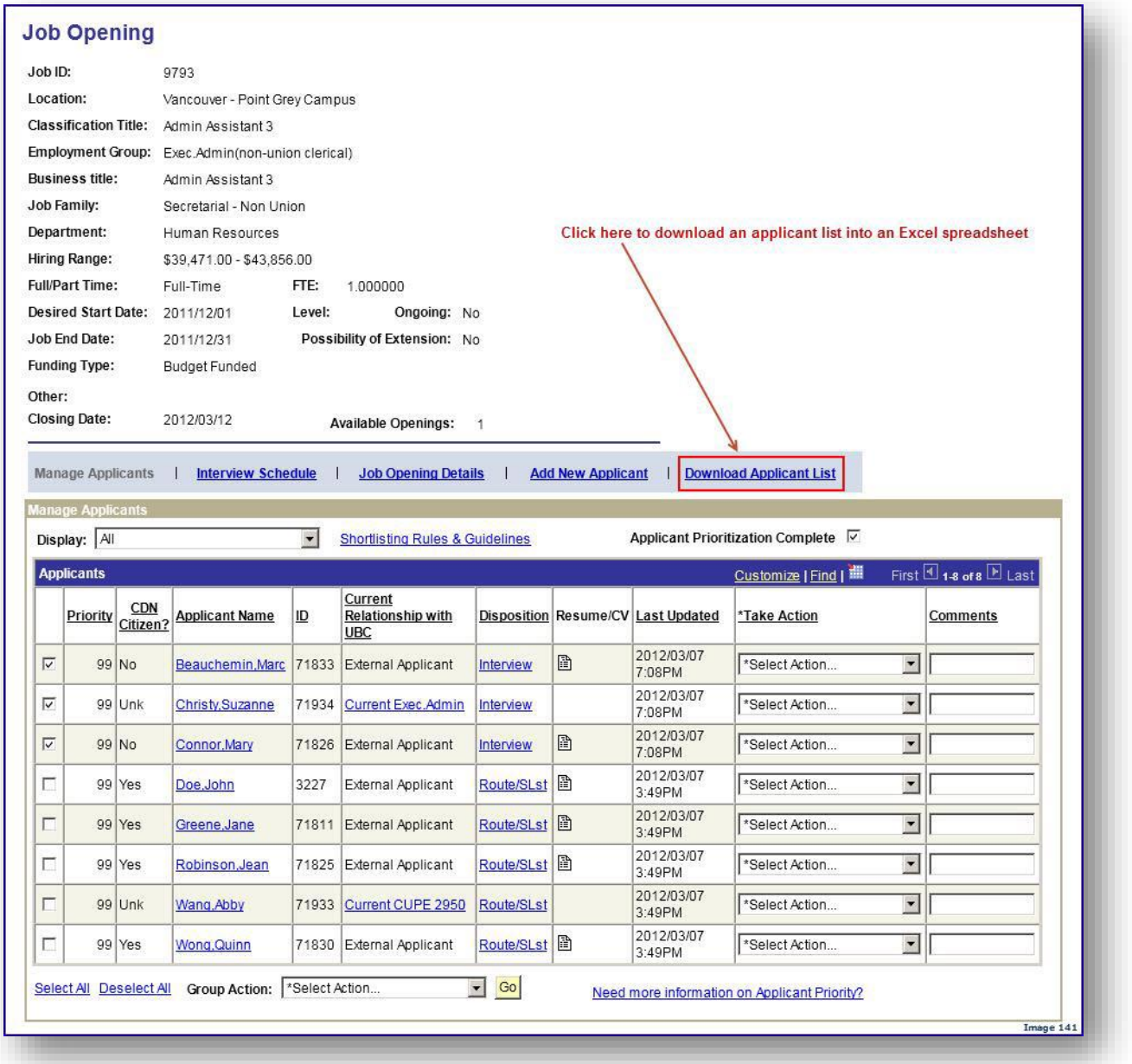
Interviewer Name	Interview Date	Interview Type	Start Time	End Time	Location
M Mouse	15/03/2009	Campus	1:00PM	2:00PM	General

Cancel Return to Previous Page

Image 140

4.7 Download Applicant List

You may download a list of applicants along with key information about each applicant, into an Excel spreadsheet.

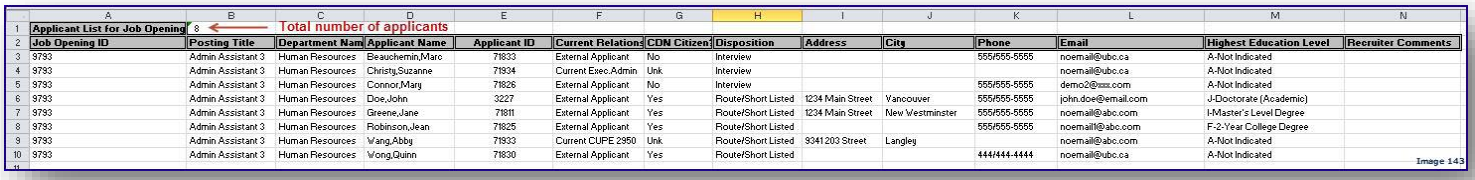

Job Opening
Job ID: 9793
Location: Vancouver - Point Grey Campus
Classification Title: Admin Assistant 3
Employment Group: Exec.Admin(non-union clerical)
Business title: Admin Assistant 3
Job Family: Secretarial - Non Union
Department: Human Resources
Hiring Range: $39,471.00 - $43,856.00
Full/Part Time: Full-Time FTE: 1.000000
Desired Start Date: 2011/12/01 Level: Ongoing: No
Job End Date: 2011/12/31 Possibility of Extension: No
Funding Type: Budget Funded
Other:
Closing Date: 2012/03/12 Available Openings: 1
Click here to download an applicant list into an Excel spreadsheet
Manage Applicants | Interview Schedule | Job Opening Details | Add New Applicant | Download Applicant List
Manage Applicants
Display: All
Shortlisting Rules & Guidelines
Applicant Prioritization Complete
Applicants
Customize | Find | First 1-8 of 8 Last
Priority | CDN Citizen? | Applicant Name | ID | Current Relationship with UBC | Disposition | Resume/CV | Last Updated | *Take Action | Comments
99 | No | Beauchemin,Marc | 71833 | External Applicant | Interview | 2012/03/07 7:08PM | *Select Action...
99 | Unk | Christy,Suzanne | 71934 | Current Exec.Admin | Interview | 2012/03/07 7:08PM | *Select Action...
99 | No | Connor,Mary | 71826 | External Applicant | Interview | 2012/03/07 7:08PM | *Select Action...
99 | Yes | Doe,John | 3227 | External Applicant | Route/SLst | 2012/03/07 3:49PM | *Select Action...
99 | Yes | Greene,Jane | 71811 | External Applicant | Route/SLst | 2012/03/07 3:49PM | *Select Action...
99 | Yes | Robinson,Jean | 71825 | External Applicant | Route/SLst | 2012/03/07 3:49PM | *Select Action...
99 | Unk | Wang,Abby | 71933 | Current CUPE 2950 | Route/SLst | 2012/03/07 3:49PM | *Select Action...
99 | Yes | Wong,Quinn | 71830 | External Applicant | Route/SLst | 2012/03/07 3:49PM | *Select Action...
Select All Deselect All Group Action: *Select Action... Go
Need more information on Applicant Priority?
Image 141

Click on the Download Applicant List hyperlink. The following dialogue box will appear:

Select ‘Open’ to view a ‘read-only’ version of the spreadsheet.

Select ‘Save as’ if you wish to edit the spreadsheet.

Sample Excel report:



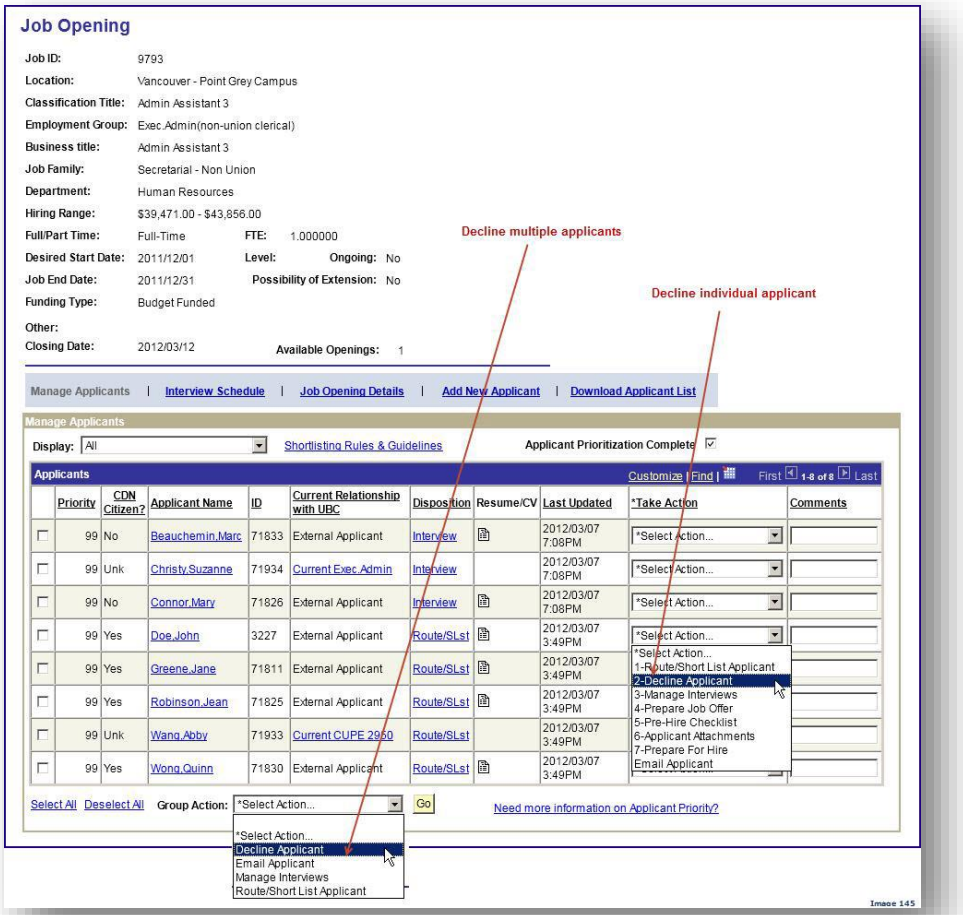
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Applicant List for Job Opening	8 ← Total number of applicants												
2	Job Opening ID	Posting Title	Department Nam	Applicant Name	Applicant ID	Current Relation	CDN Citizen	Disposition	Address	City	Phone	Email	Highest Education Level	Recruiter Comments
3	9733	Admin Assistant 3	Human Resources	Beauchemin,Marc	71833	External Applicant	No	Interview			555/555-5555	noemail@ubc.ca	A-Not Indicated	
4	9733	Admin Assistant 3	Human Resources	Christy,Suzanne	71834	Current Exec.Admin	Unk	Interview				noemail@ubc.ca	A-Not Indicated	
5	9733	Admin Assistant 3	Human Resources	Connor,Mary	71826	External Applicant	No	Interview			555/555-5555	demo2@xxx.com	A-Not Indicated	
6	9733	Admin Assistant 3	Human Resources	Doe,John	3227	External Applicant	Yes	RouterShort Listed	1234 Main Street	Vancouver	555/555-5555	john.doe@email.com	J-Doctorate (Academic)	
7	9733	Admin Assistant 3	Human Resources	Greene,Jane	71811	External Applicant	Yes	RouterShort Listed	1234 Main Street	New Westminster	555/555-5555	noemail@abc.com	I-Master's Level Degree	
8	9733	Admin Assistant 3	Human Resources	Robinson,Jean	71825	External Applicant	Yes	RouterShort Listed			555/555-5555	noemailll@abc.com	F-2-Year College Degree	
9	9733	Admin Assistant 3	Human Resources	Wang,Abby	71933	Current CUPE 2950	Unk	RouterShort Listed	9341203 Street	Langley		noemail@abc.com	A-Not Indicated	
10	9733	Admin Assistant 3	Human Resources	Wong,Quinn	71830	External Applicant	Yes	RouterShort Listed			444/444-4444	noemail@ubc.ca	A-Not Indicated	

Image 143

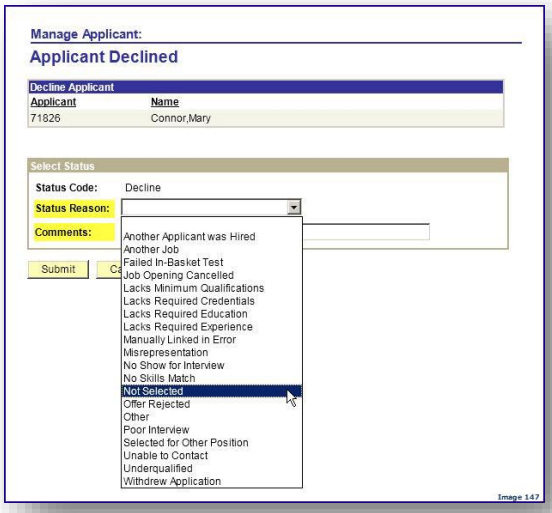
4.8 Decline Applicants

Similar to shortlisting and managing interviews, you can decline individual or multiple applicants.

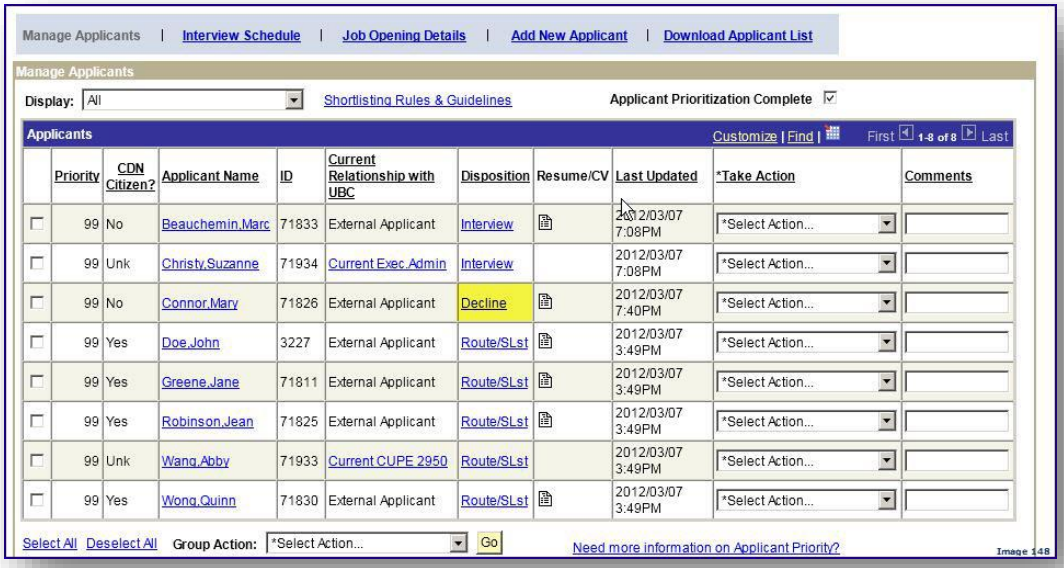
This is an optional step. The system will automatically set all unsuccessful applicants to the 'Decline' disposition after you have hired your successful applicant via eRecruit.


Job Opening
Job ID: 9793
Location: Vancouver - Point Grey Campus
Classification Title: Admin Assistant 3
Employment Group: Exec,Admin(non-union clerical)
Business title: Admin Assistant 3
Job Family: Secretarial - Non Union
Department: Human Resources
Hiring Range: $39,471.00 - $43,856.00
Full/Part Time: Full-Time FTE: 1.000000
Desired Start Date: 2011/12/01 Level: Ongoing: No
Job End Date: 2011/12/31 Possibility of Extension: No
Funding Type: Budget Funded
Other:
Closing Date: 2012/03/12 Available Openings: 1
Decline multiple applicants
Decline individual applicant
Manage Applicants | Interview Schedule | Job Opening Details | Add New Applicant | Download Applicant List
Manage Applicants
Display: All
Shortlisting Rules & Guidelines
Applicant Prioritization Complete
Applicants
Customize | Find | First 1-8 of 8 Last
Priority | CDN Citizen? | Applicant Name | ID | Current Relationship with UBC | Disposition | Resume/CV | Last Updated | *Take Action | Comments
99 No Beauchemin,Marc 71833 External Applicant Interview 2012/03/07 7:08PM
99 Unk Christy,Suzanne 71934 Current Exec,Admin Interview 2012/03/07 7:08PM
99 No Connor,Mary 71826 External Applicant Interview 2012/03/07 7:08PM
99 Yes Doe,John 3227 External Applicant Route/SList 2012/03/07 3:49PM
99 Yes Greene,Jane 71811 External Applicant Route/SList 2012/03/07 3:49PM
99 Yes Robinson,Jean 71825 External Applicant Route/SList 2012/03/07 3:49PM
99 Unk Wang,Abby 71933 Current CUPE 2950 Route/SList 2012/03/07 3:49PM
99 Yes Wong,Quinn 71830 External Applicant Route/SList 2012/03/07 3:49PM
*Select Action...
1-Route/Short List Applicant
2-Decline Applicant
3-Manage Interviews
4-Prepare Job Offer
5-Pre-Hire Checklist
6-Applicant Attachments
7-Prepare For Hire
Email Applicant
Select All Deselect All Group Action: *Select Action... Go
Need more information on Applicant Priority?
*Select Action...
Decline Applicant
Email Applicant
Manage Interviews
Route/Short List Applicant
Image 145

Enter the reason applicant was declined (optional). Comments may also be added.



Applicant's Disposition status changes to 'Decline.


Manage Applicants | Interview Schedule | Job Opening Details | Add New Applicant | Download Applicant List
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Applicant Prioritization Complete
Applicants
Customize | Find | First 1-8 of 8 Last
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99 | Unk | Christy,Suzanne | 71934 | Current Exec Admin | Interview | 2012/03/07 7:08PM | *Select Action...
99 | No | Connor,Mary | 71826 | External Applicant | Decline | 2012/03/07 7:40PM | *Select Action...
99 | Yes | Doe,John | 3227 | External Applicant | Route/SLst | 2012/03/07 3:49PM | *Select Action...
99 | Yes | Greene,Jane | 71811 | External Applicant | Route/SLst | 2012/03/07 3:49PM | *Select Action...
99 | Yes | Robinson,Jean | 71825 | External Applicant | Route/SLst | 2012/03/07 3:49PM | *Select Action...
99 | Unk | Wang,Abby | 71933 | Current CUPE 2950 | Route/SLst | 2012/03/07 3:49PM | *Select Action...
99 | Yes | Wong,Quinn | 71830 | External Applicant | Route/SLst | 2012/03/07 3:49PM | *Select Action...
Select All Deselect All Group Action: *Select Action... Go
Need more information on Applicant Priority?
Image 148

Important Note:

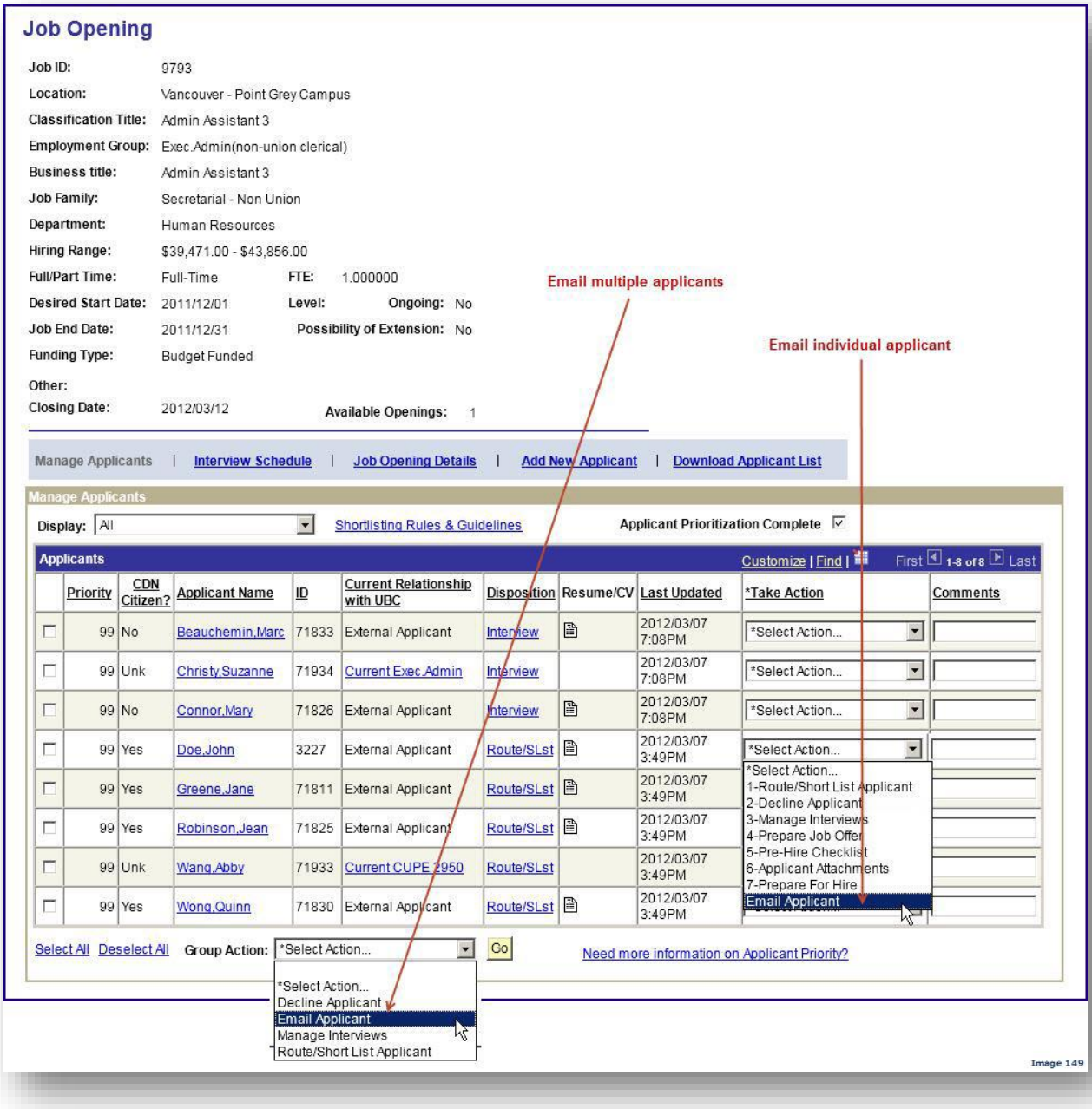
Applicant disposition statuses are visible to the applicant in their 'myCareer' home page.

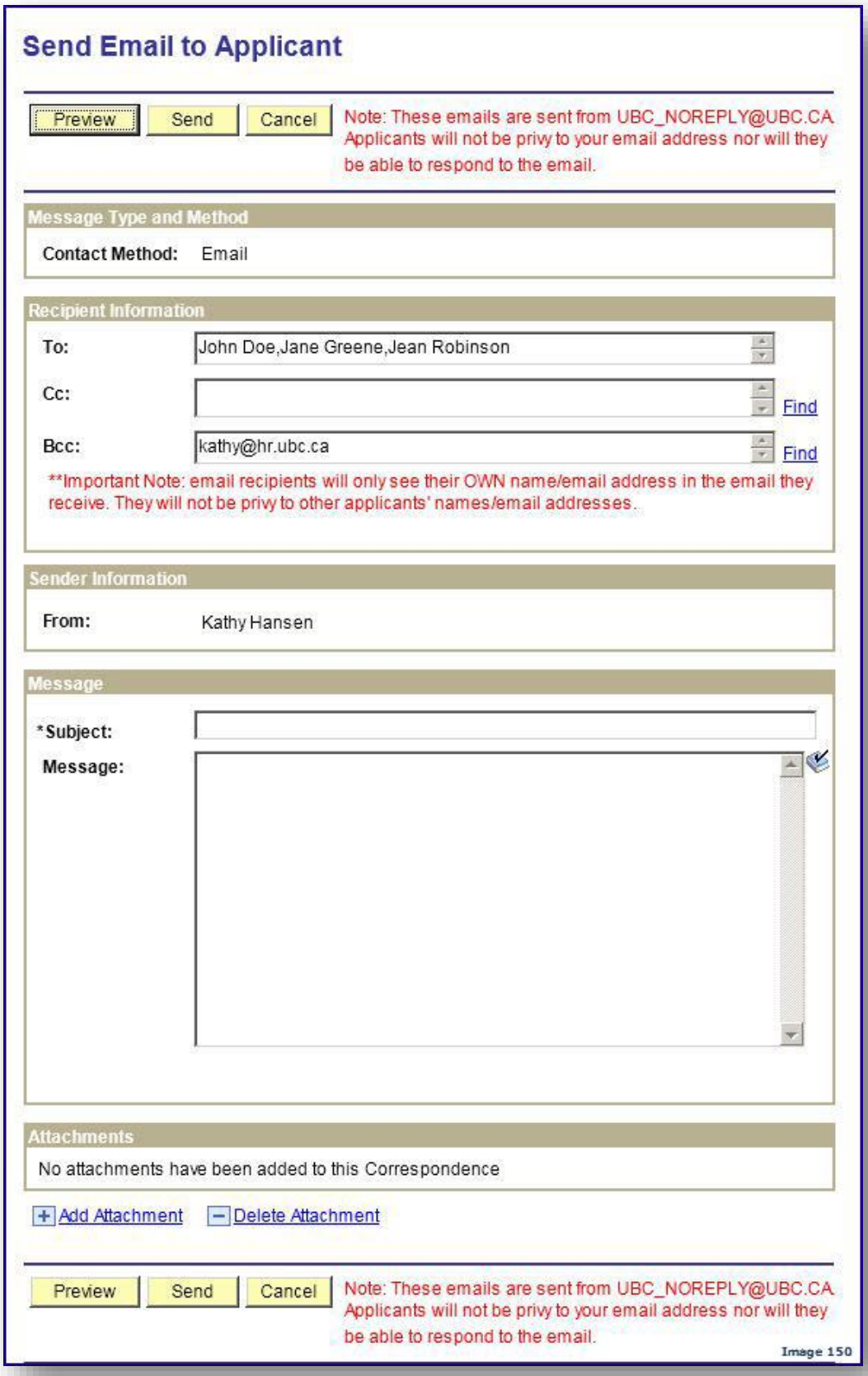
However, some disposition statuses are changed for the applicant:

What you See	What the Applicant Sees
Applied	Applied
Route/Shortlist	Reviewing Resumes
Interview	Interview
Draft Offer	Applied
Offer Pending	Applied
Offer Approved	Applied
Prepare for Hire	Hired
Hired	Hired
Decline	**Position Filled or Cancelled**
Withdrawn	Withdrawn

4.9 Email Applicants

Similar to routing/shortlisting, managing interviews and declining applicants, you can email individual or multiple applicants.


Job Opening
Job ID: 9793
Location: Vancouver - Point Grey Campus
Classification Title: Admin Assistant 3
Employment Group: Exec.Admin(non-union clerical)
Business title: Admin Assistant 3
Job Family: Secretarial - Non Union
Department: Human Resources
Hiring Range: $39,471.00 - $43,856.00
Full/Part Time: Full-Time FTE: 1.000000
Desired Start Date: 2011/12/01 Level: Ongoing: No
Job End Date: 2011/12/31 Possibility of Extension: No
Funding Type: Budget Funded
Other:
Closing Date: 2012/03/12 Available Openings: 1
Email multiple applicants
Email individual applicant
Manage Applicants | Interview Schedule | Job Opening Details | Add New Applicant | Download Applicant List
Manage Applicants
Display: All
Shortlisting Rules & Guidelines
Applicant Prioritization Complete
Applicants
Customize | Find | First 1-8 of 8 Last
Priority | CDN Citizen? | Applicant Name | ID | Current Relationship with UBC | Disposition | Resume/CV | Last Updated | *Take Action | Comments
99 No Beauchemin,Marc 71833 External Applicant Interview 2012/03/07 7:08PM *Select Action...
99 Unk Christy,Suzanne 71934 Current Exec.Admin Interview 2012/03/07 7:08PM *Select Action...
99 No Connor,Mary 71826 External Applicant Interview 2012/03/07 7:08PM *Select Action...
99 Yes Doe,John 3227 External Applicant Route/SLst 2012/03/07 3:49PM *Select Action...
99 Yes Greene,Jane 71811 External Applicant Route/SLst 2012/03/07 3:49PM
99 Yes Robinson,Jean 71825 External Applicant Route/SLst 2012/03/07 3:49PM
99 Unk Wang,Abby 71933 Current CUPE 2950 Route/SLst 2012/03/07 3:49PM
99 Yes Wong,Quinn 71830 External Applicant Route/SLst 2012/03/07 3:49PM
*Select Action...
1-Route/Short List Applicant
2-Decline Applicant
3-Manage Interviews
4-Prepare Job Offer
5-Pre-Hire Checklist
6-Applicant Attachments
7-Prepare For Hire
Email Applicant
Select All Deselect All Group Action: *Select Action... Go
Need more information on Applicant Priority?
*Select Action...
Decline Applicant
Email Applicant
Manage Interviews
Route/Short List Applicant
Image 149


Send Email to Applicant
Preview
Send
Cancel
Note: These emails are sent from UBC_NOREPLY@UBC.CA Applicants will not be privy to your email address nor will they be able to respond to the email.
Message Type and Method
Contact Method: Email
Recipient Information
To: John Doe,Jane Greene,Jean Robinson
Cc:
Find
Bcc: kathy@hr.ubc.ca
Find
**Important Note: email recipients will only see their OWN name/email address in the email they receive. They will not be privy to other applicants' names/email addresses.
Sender Information
From: Kathy Hansen
Message
*Subject:
Message:
Attachments
No attachments have been added to this Correspondence
Add Attachment
Delete Attachment
Preview
Send
Cancel
Note: These emails are sent from UBC_NOREPLY@UBC.CA Applicants will not be privy to your email address nor will they be able to respond to the email.
Image 150

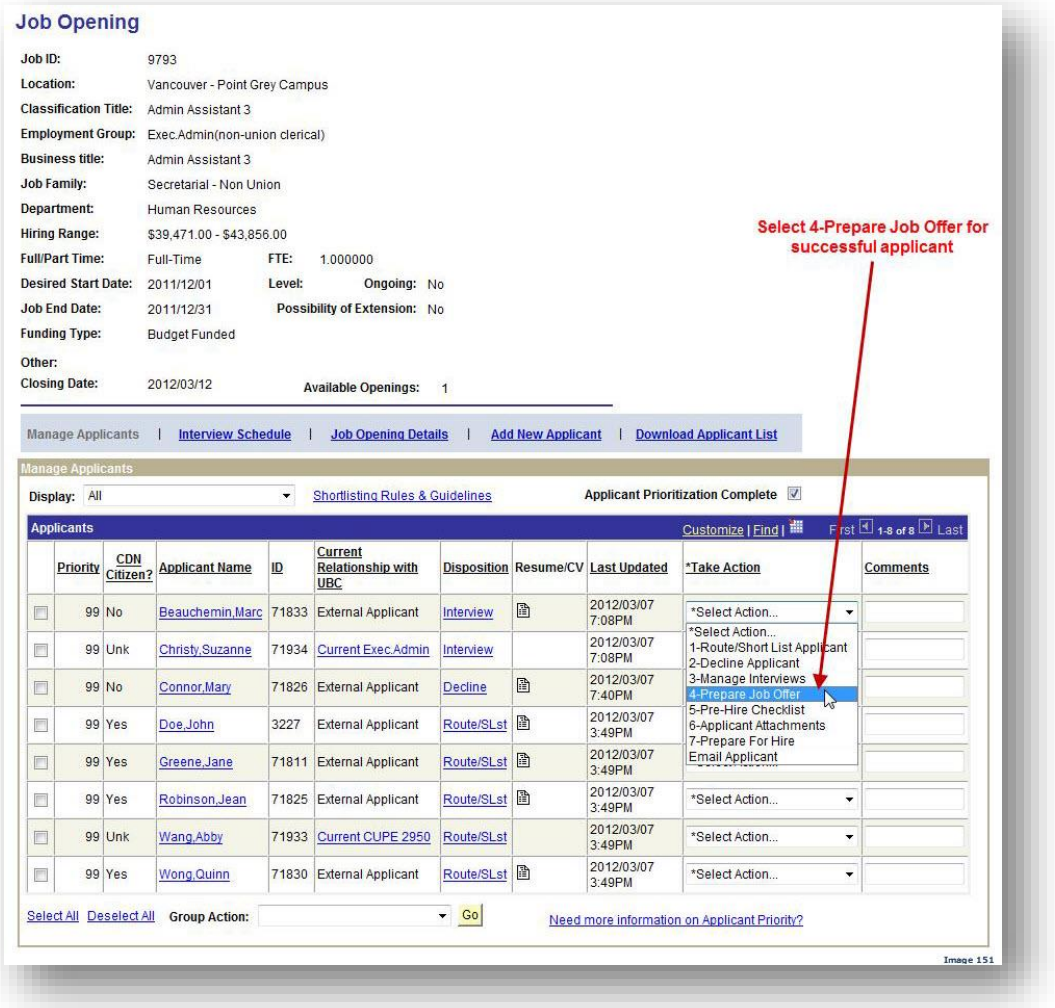
As the originator of the email, your email address will be added as a 'bcc', but may be manually removed.

This email address is extracted from your self-service information (primary email type).

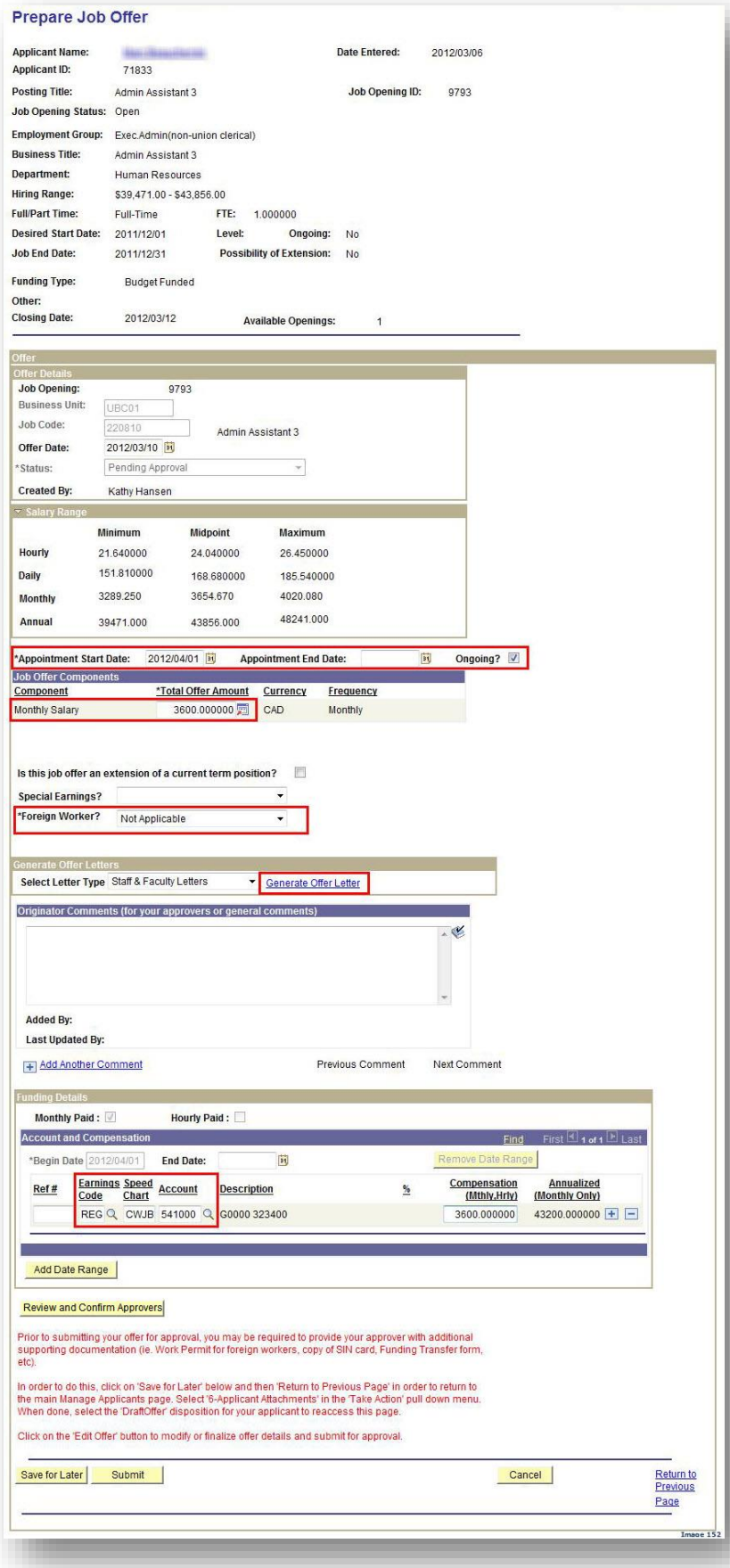
4.10 Making an offer

Once the interview process is over, you should be ready to offer the job to one of your applicants.

Select the applicant you'd like to prepare a job offer for by using the Take Action value of '4-Prepare Job Offer':


Job Opening
Job ID: 9793
Location: Vancouver - Point Grey Campus
Classification Title: Admin Assistant 3
Employment Group: Exec.Admin(non-union clerical)
Business title: Admin Assistant 3
Job Family: Secretarial - Non Union
Department: Human Resources
Hiring Range: $39,471.00 - $43,856.00
Full/Part Time: Full-Time FTE: 1.000000
Desired Start Date: 2011/12/01 Level: Ongoing: No
Job End Date: 2011/12/31 Possibility of Extension: No
Funding Type: Budget Funded
Other:
Closing Date: 2012/03/12 Available Openings: 1
Select 4-Prepare Job Offer for successful applicant
Manage Applicants | Interview Schedule | Job Opening Details | Add New Applicant | Download Applicant List
Manage Applicants
Display: All
Shortlisting Rules & Guidelines
Applicant Prioritization Complete
Applicants
Customize | Find | First 1-8 of 8 Last
Priority
CDN Citizen?
Applicant Name
ID
Current Relationship with UBC
Disposition
Resume/CV
Last Updated
*Take Action
Comments
99 No Beauchemin,Marc 71833 External Applicant Interview 2012/03/07 7:08PM
99 Unk Christy,Suzanne 71934 Current Exec.Admin Interview 2012/03/07 7:08PM
99 No Connor,Mary 71826 External Applicant Decline 2012/03/07 7:40PM
99 Yes Doe,John 3227 External Applicant Route/SLst 2012/03/07 3:49PM
99 Yes Greene,Jane 71811 External Applicant Route/SLst 2012/03/07 3:49PM
99 Yes Robinson,Jean 71825 External Applicant Route/SLst 2012/03/07 3:49PM
99 Unk Wang,Abby 71933 Current CUPE 2950 Route/SLst 2012/03/07 3:49PM
99 Yes Wong,Quinn 71830 External Applicant Route/SLst 2012/03/07 3:49PM
*Select Action...
*Select Action...
1-Route/Short List Applicant
2-Decline Applicant
3-Manage Interviews
4-Prepare Job Offer
5-Pre-Hire Checklist
6-Applicant Attachments
7-Prepare For Hire
Email Applicant
Select All Deselect All Group Action: Go
Need more information on Applicant Priority?
Image 151

Complete all required fields in Prepare Job Offer page and click on the '**Save**' button:


Prepare Job Offer
Applicant Name:
Date Entered: 2012/03/06
Applicant ID: 71833
Posting Title: Admin Assistant 3
Job Opening ID: 9793
Job Opening Status: Open
Employment Group: Exec.Admin(non-union clerical)
Business Title: Admin Assistant 3
Department: Human Resources
Hiring Range: $39,471.00 - $43,856.00
Full/Part Time: Full-Time
FTE: 1.000000
Desired Start Date: 2011/12/01
Level:
Ongoing: No
Job End Date: 2011/12/31
Possibility of Extension: No
Funding Type: Budget Funded
Other:
Closing Date: 2012/03/12
Available Openings: 1
Offer
Offer Details
Job Opening: 9793
Business Unit: UBC01
Job Code: 220810
Admin Assistant 3
Offer Date: 2012/03/10
*Status: Pending Approval
Created By: Kathy Hansen
Salary Range
Minimum
Midpoint
Maximum
Hourly 21.640000 24.040000 26.450000
Daily 151.810000 168.680000 185.540000
Monthly 3289.250 3654.670 4020.080
Annual 39471.000 43856.000 48241.000
*Appointment Start Date: 2012/04/01
Appointment End Date:
Ongoing?
Job Offer Components
Component
*Total Offer Amount
Currency
Frequency
Monthly Salary 3600.000000 CAD Monthly
Is this job offer an extension of a current term position?
Special Earnings?
*Foreign Worker? Not Applicable
Generate Offer Letters
Select Letter Type Staff & Faculty Letters
Generate Offer Letter
Originator Comments (for your approvers or general comments)
Added By:
Last Updated By:
Add Another Comment
Previous Comment
Next Comment
Funding Details
Monthly Paid :
Hourly Paid :
Account and Compensation
Find
First 1 of 1 Last
*Begin Date 2012/04/01
End Date:
Remove Date Range
Ref #
Earnings Code
Speed Chart
Account
Description
%
Compensation (Mthly,Hrly)
Annualized (Monthly Only)
REG CWJB 541000 G0000 323400 3600.000000 43200.000000
Add Date Range
Review and Confirm Approvers
Prior to submitting your offer for approval, you may be required to provide your approver with additional supporting documentation (ie. Work Permit for foreign workers, copy of SIN card, Funding Transfer form, etc).
In order to do this, click on 'Save for Later' below and then 'Return to Previous Page' in order to return to the main Manage Applicants page. Select '6-Applicant Attachments' in the 'Take Action' pull down menu. When done, select the 'DraftOffer' disposition for your applicant to reaccess this page.
Click on the 'Edit Offer' button to modify or finalize offer details and submit for approval.
Save for Later
Submit
Cancel
Return to Previous Page

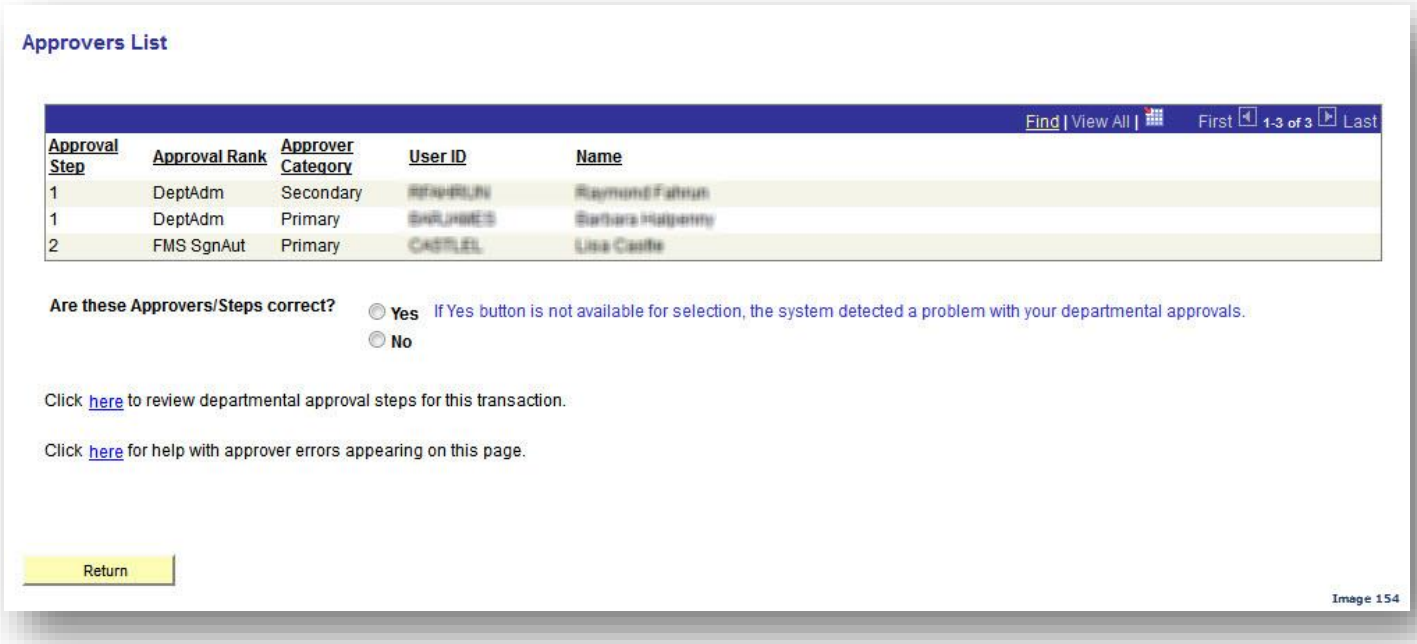
Ensure you enter all fields in sequence, as they appear on the page in order to avoid an error message.

- The **Total Offer Amount** should reflect the total monthly base compensation amount. This would include things such as administrative stipends, honoraria, non-university funds (NUF) or memo appointment earnings(MAP). However, ensure to separate out different types of earnings in the **Account and Compensation** section (i.e., REG=$5000, ADM=$1000).
- **Appointment Start Date, Appointment End Date** and the **Ongoing** fields default from the Job Opening but may be overridden on the Offer page.
- **Foreign Worker** is a required field and must be completed before the offer letter is generated. If your offer is not being made to a foreign worker, select 'Not Applicable'.
- All job offers require that an offer letter be generated. Click on **Generate Offer Letter** after completing all fields preceding the link.
- Enter any comments for yourself or for your approver.
- **Earnings Code, Speedchart** and **Account** are required fields and must be completed prior to submitting your offer for approval.
- Once your offer has been approved, offer details cannot be modified and will be transferred to the **Prepare for Hire** step.
- You may be required to provide your approver with further documentation on your applicant, such as the signed offer letter, immigration documentation for foreign workers, copy of Social Insurance Card, etc. All these types of documents can be uploaded (scanned copies) and reviewed by your approver (see: **Manage and View Applicant Attachments**). Ensure that any documentation you want available to your approver is uploaded prior to submitting your offer.

Complete all required fields in Prepare Job Offer page and click on the Submit button. If you have not already done so, you may be asked to click on 'Review and Confirm Approvers' to confirm the approvers for this transaction.

Review and Confirm Approvers

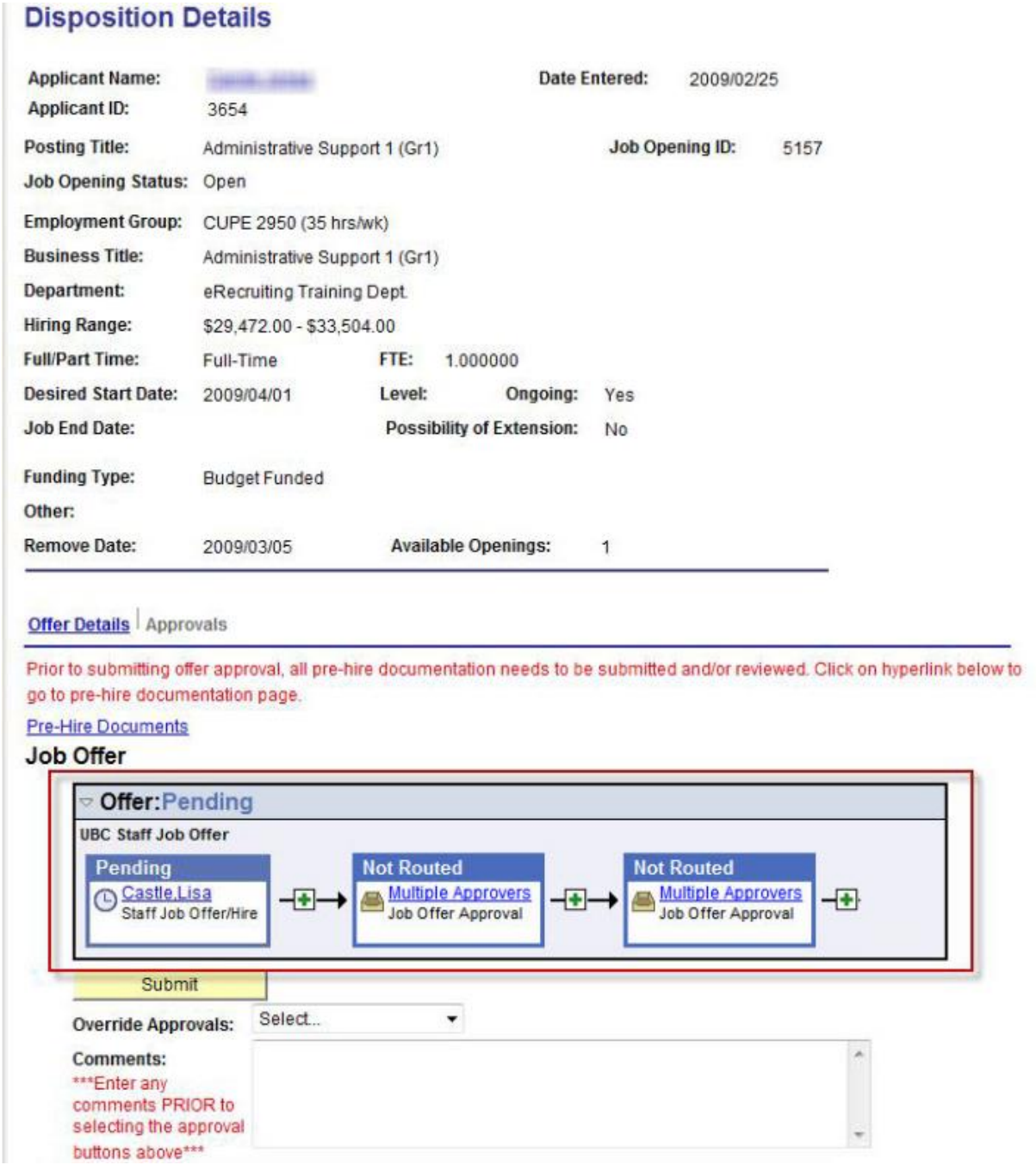
Click on 'Review and Confirm Approvers' and you will be presented with a list of approvers which have been determined by the rules entered into the Workflow Rules Repository for your department.


Approvers List
Find | View All | First 1-3 of 3 Last
Approval Step
Approval Rank
Approver Category
User ID
Name
1 DeptAdm Secondary
1 DeptAdm Primary
2 FMS SgnAut Primary
Are these Approvers/Steps correct?
Yes
If Yes button is not available for selection, the system detected a problem with your departmental approvals.
No
Click here to review departmental approval steps for this transaction.
Click here for help with approver errors appearing on this page.
Return
Image 154

If the list is correct, confirm this by selecting **Yes** and click on Return.

If the list is **not** correct, select **No** and click on Return. Contact your department workflow admin to review and modify the rules that has been setup for your department. After the problem has been fixed, re-submit the position for approval and review the list again.

After your job offer has been submitted, an 'Approvals' page appears indicating who the job offer was routed to for approval and review.

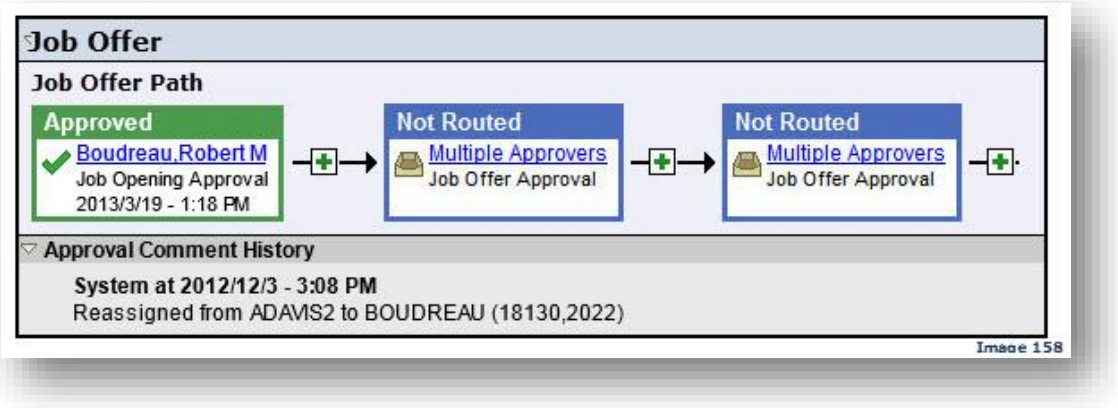


All job offers require approval from approvers which have been determined by the rules entered into the Workflow Rules Repository for your department.

As each approver submits their approval, the next approver will be notified via email that there is an outstanding job offer requiring their approval.

The 'Pending' approval status changes to 'Approved' (or 'Pushed Back' if not approved) once the approver submits their approval. Then the next approver is automatically routed the job offer for their approval.

This example of an outstanding job offer approval has been approved by the first approver and has been routed to the second person for approval:

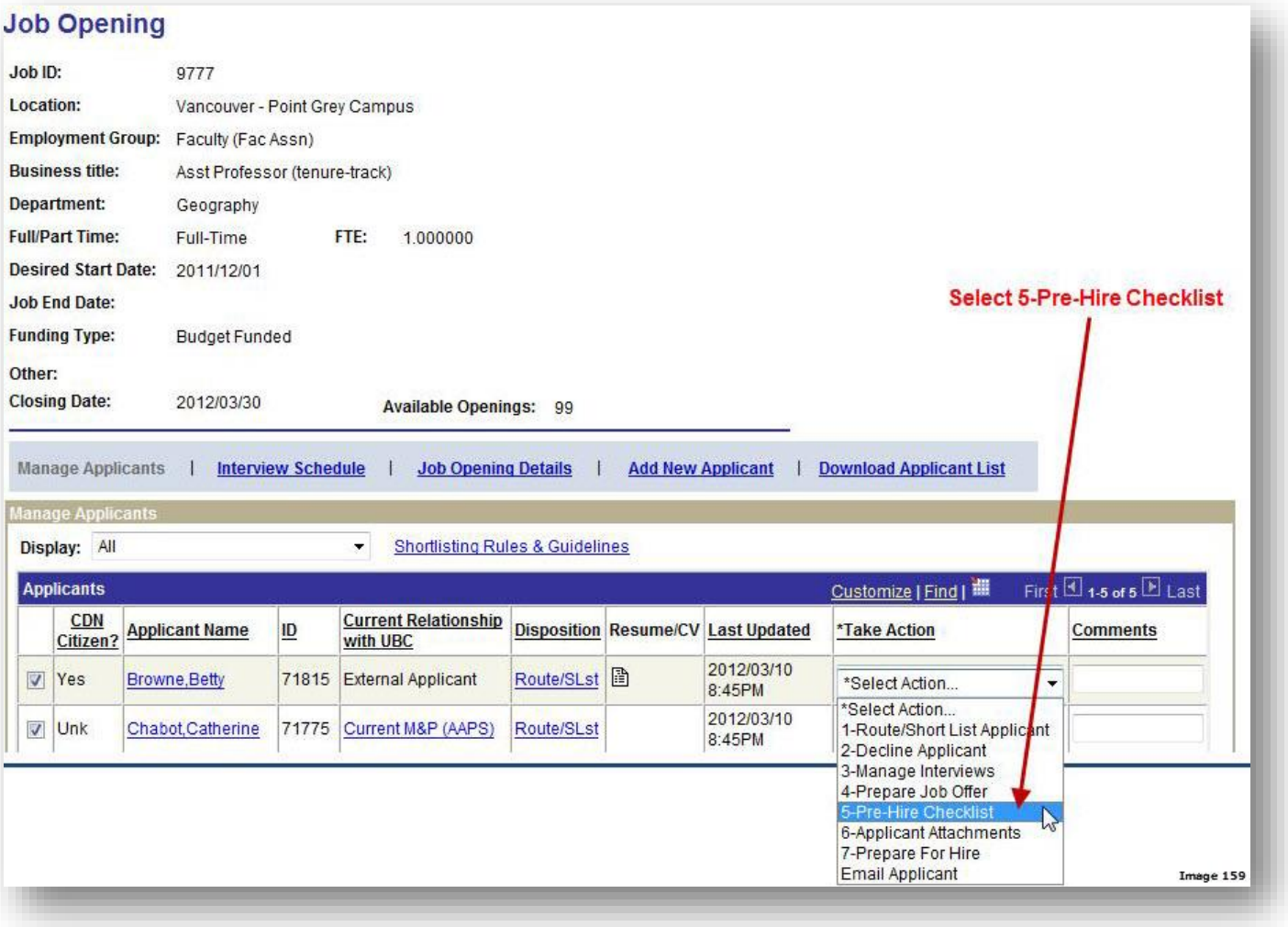


You may also insert additional approvers and reviewers between steps by clicking on . A panel will appear to allow you to select the user as well as their role in the approval process.

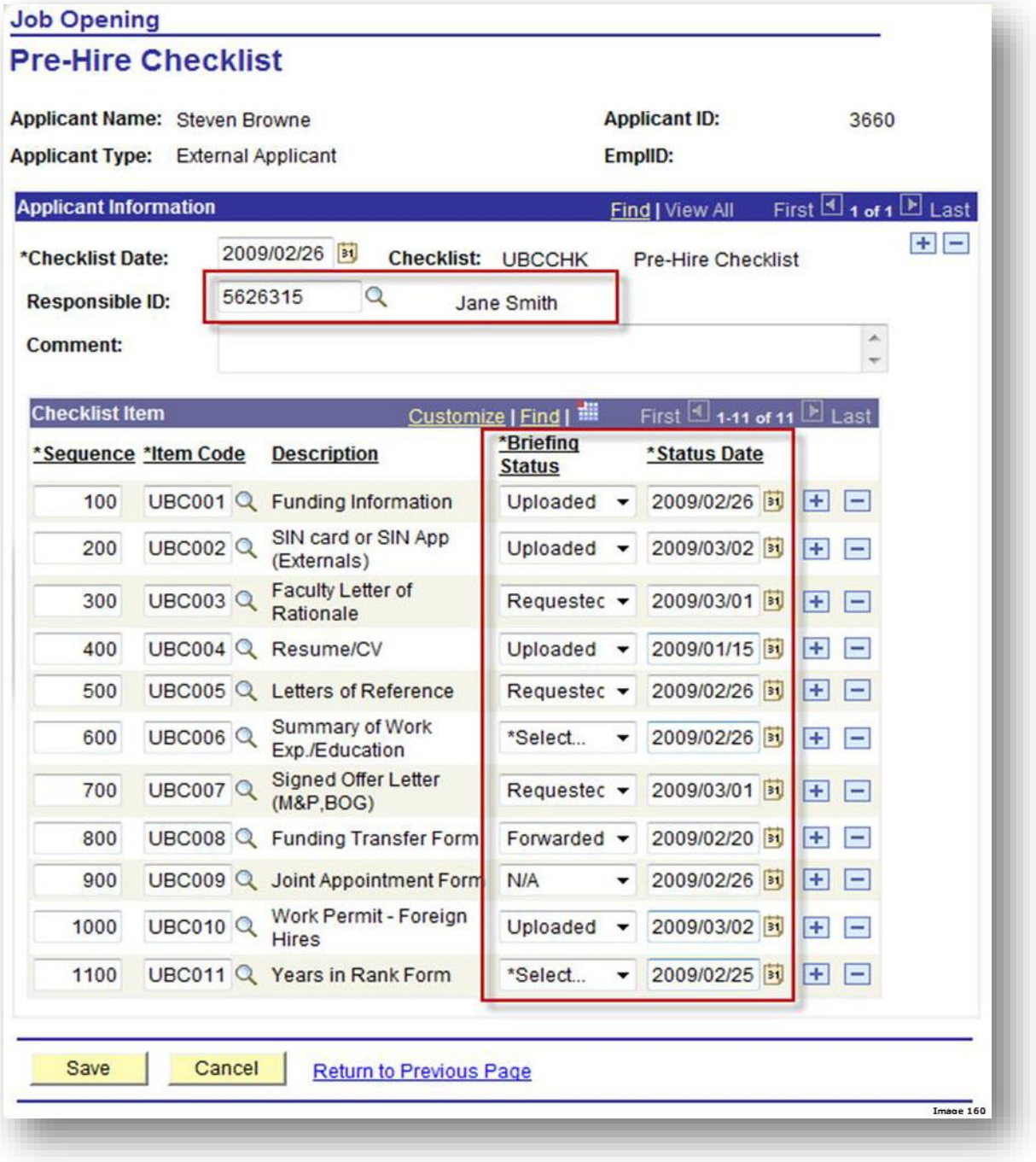
Only once all three approvals are received, the approval status changes to 'Offer Approved' and the applicant can then be pushed to the next and final recruiting step, Prepare for Hire.

4.11 Manage and View Applicant Checklists

The Pre-Hire Checklist is most often used for faculty job openings, but can also be used for staff. It includes typical documentation which may be required prior to hiring an applicant.


Job Opening
Job ID: 9777
Location: Vancouver - Point Grey Campus
Employment Group: Faculty (Fac Assn)
Business title: Asst Professor (tenure-track)
Department: Geography
Full/Part Time: Full-Time FTE: 1.000000
Desired Start Date: 2011/12/01
Job End Date:
Funding Type: Budget Funded
Other:
Closing Date: 2012/03/30 Available Openings: 99
Select 5-Pre-Hire Checklist
Manage Applicants | Interview Schedule | Job Opening Details | Add New Applicant | Download Applicant List
Manage Applicants
Display: All
Shortlisting Rules & Guidelines
Applicants
Customize | Find | First 1-5 of 5 Last
CDN Citizen? | Applicant Name | ID | Current Relationship with UBC | Disposition | Resume/CV | Last Updated | *Take Action | Comments
Yes | Browne,Betty | 71815 | External Applicant | Route/SLst | 2012/03/10 8:45PM
Unk | Chabot,Catherine | 71775 | Current M&P (AAPS) | Route/SLst | 2012/03/10 8:45PM
*Select Action...
*Select Action...
1-Route/Short List Applicant
2-Decline Applicant
3-Manage Interviews
4-Prepare Job Offer
5-Pre-Hire Checklist
6-Applicant Attachments
7-Prepare For Hire
Email Applicant
Image 159

All items in the checklist below are typically required for all Faculty Tenure/Tenure Track job offer approvals, but can also be adapted to Staff job offers. This is an optional feature for your information only.


Job Opening
Pre-Hire Checklist
Applicant Name: Steven Browne
Applicant ID: 3660
Applicant Type: External Applicant
EmplID:
Applicant Information
Find | View All First 1 of 1 Last
*Checklist Date: 2009/02/26
Checklist: UBCCHK Pre-Hire Checklist
Responsible ID: 5626315 Jane Smith
Comment:
Checklist Item
Customize | Find | First 1-11 of 11 Last
*Sequence *Item Code Description *Briefing Status *Status Date
100 UBC001 Funding Information Uploaded 2009/02/26
200 UBC002 SIN card or SIN App (Externals) Uploaded 2009/03/02
300 UBC003 Faculty Letter of Rationale Requestec 2009/03/01
400 UBC004 Resume/CV Uploaded 2009/01/15
500 UBC005 Letters of Reference Requestec 2009/02/26
600 UBC006 Summary of Work Exp./Education *Select... 2009/02/26
700 UBC007 Signed Offer Letter (M&P,BOG) Requestec 2009/03/01
800 UBC008 Funding Transfer Form Forwarded 2009/02/20
900 UBC009 Joint Appointment Form N/A 2009/02/26
1000 UBC010 Work Permit - Foreign Hires Uploaded 2009/03/02
1100 UBC011 Years in Rank Form *Select... 2009/02/25
Save Cancel Return to Previous Page

Responsible ID: Enter the Employee ID of the person responsible for gathering these documents (usually the departmental recruiter). Click on the magnifying glass to search by name.

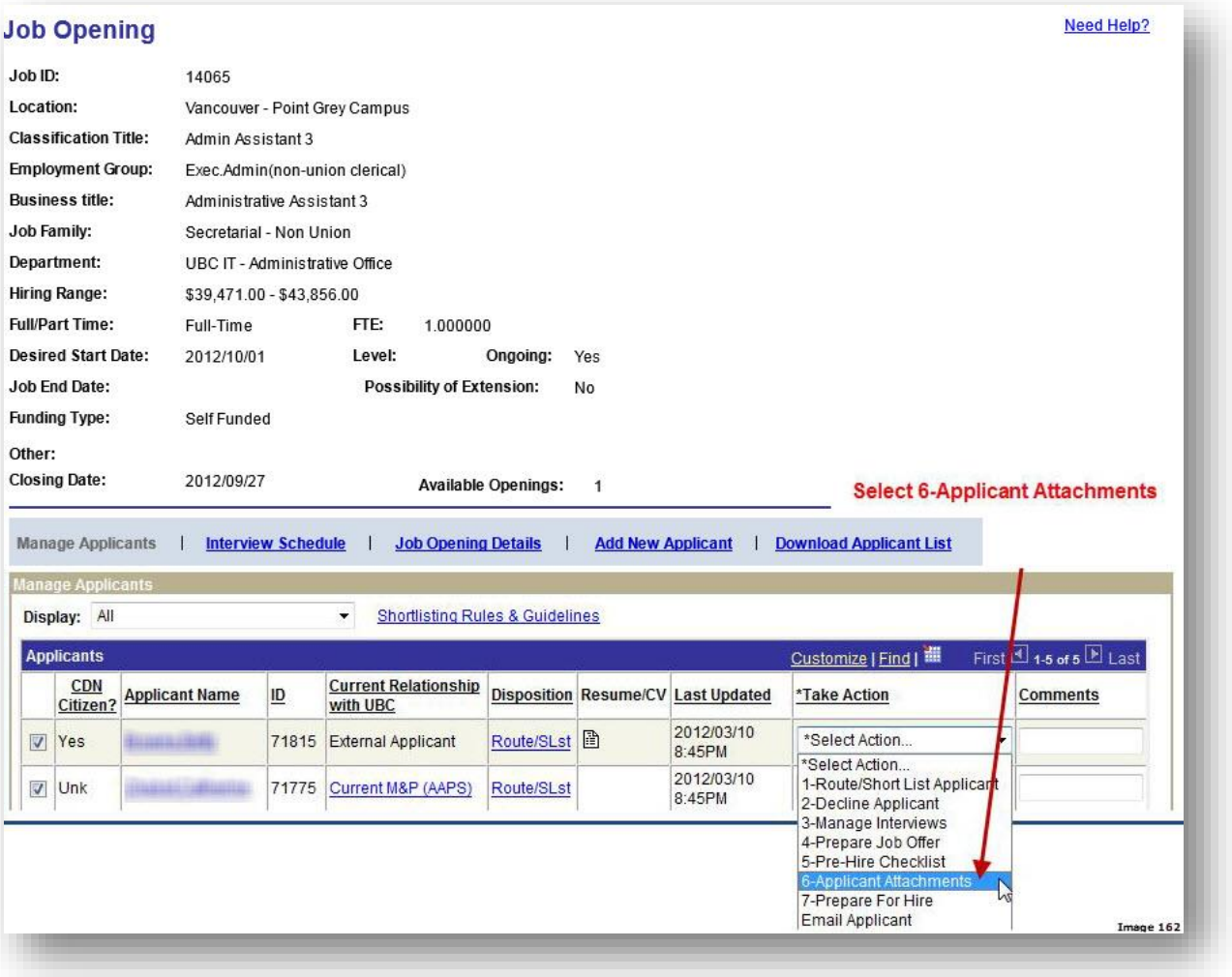
Status & Status Date: Select the current status of obtaining the document and the status date.

All items with a status of 'Uploaded' should exist in the applicant's 'Pre-Hire Document' upload page (see **Manage and View Applicant Attachments**).

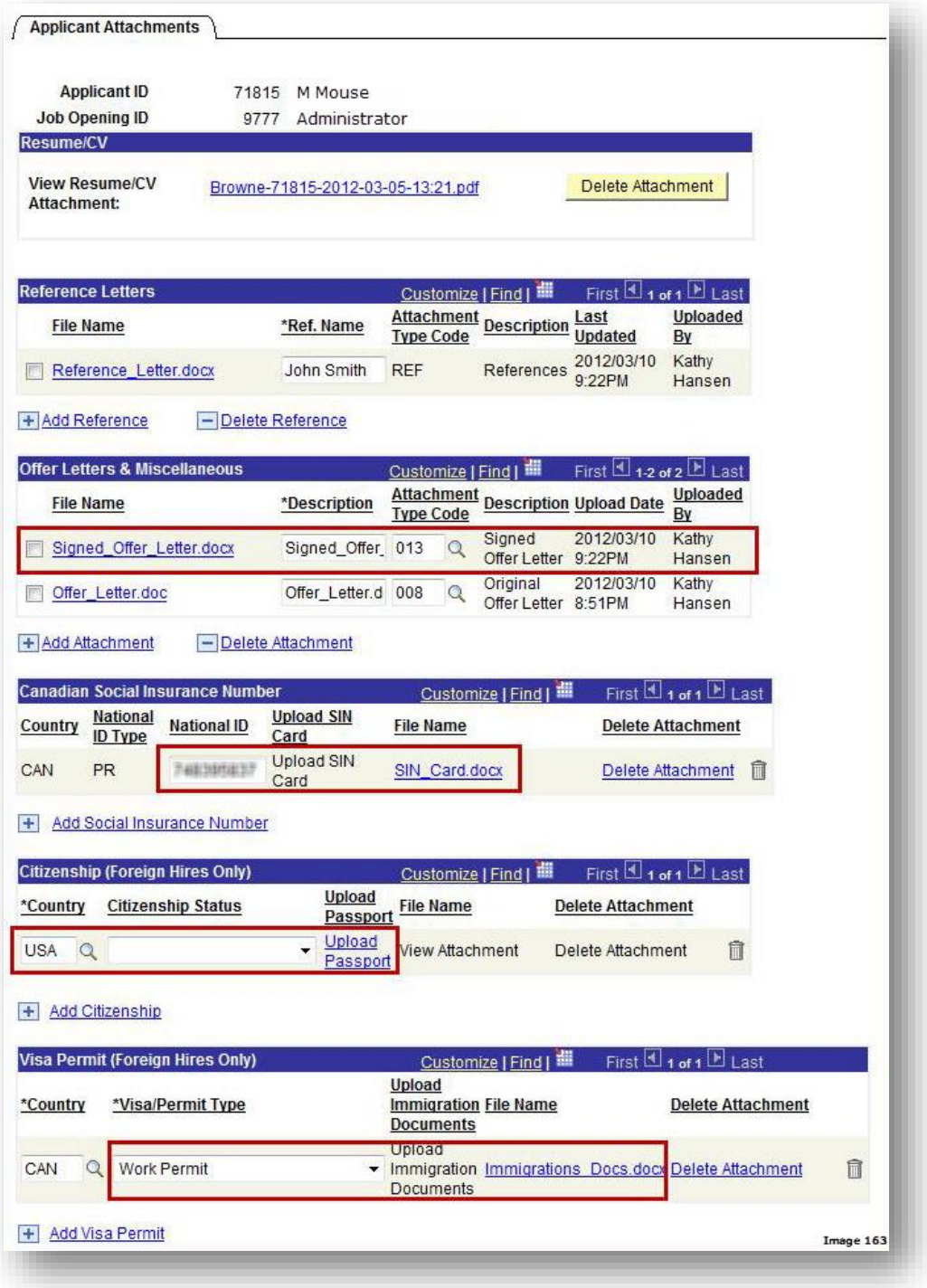
Select the + − buttons to add or delete checklist items.

4.12 Manage and View Applicant Attachments

Use the 'Applicant Attachments' page to upload documents required for the Job Offer/Hire.



Upload all required documents.

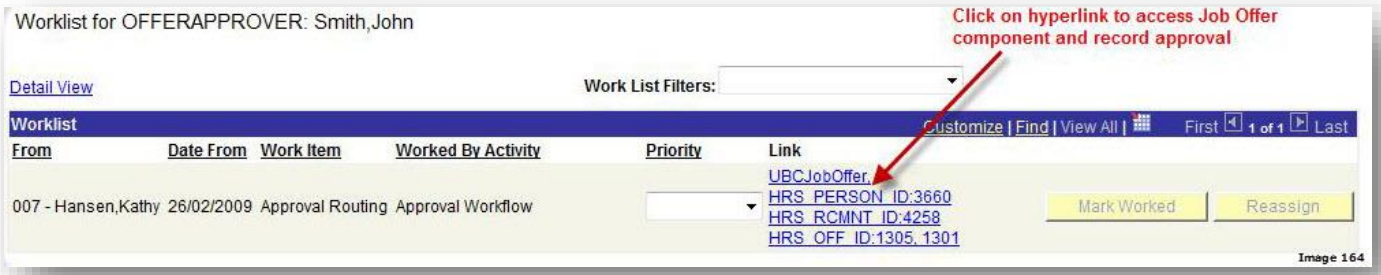

Applicant Attachments
Applicant ID 71815 M Mouse
Job Opening ID 9777 Administrator
Resume/CV
View Resume/CV Attachment: Browne-71815-2012-03-05-13:21.pdf
Delete Attachment
Reference Letters
Customize | Find | First 1 of 1 Last
File Name *Ref. Name Attachment Type Code Description Last Updated Uploaded By
Reference_Letter.docx John Smith REF References 2012/03/10 9:22PM Kathy Hansen
Add Reference
Delete Reference
Offer Letters & Miscellaneous
Customize | Find | First 1-2 of 2 Last
File Name *Description Attachment Type Code Description Upload Date Uploaded By
Signed_Offer_Letter.docx Signed_Offer_ 013 Signed Offer Letter 2012/03/10 9:22PM Kathy Hansen
Offer_Letter.doc Offer_Letter.d 008 Original Offer Letter 2012/03/10 8:51PM Kathy Hansen
Add Attachment
Delete Attachment
Canadian Social Insurance Number
Customize | Find | First 1 of 1 Last
Country National ID Type National ID Upload SIN Card File Name Delete Attachment
CAN PR Upload SIN Card SIN_Card.docx Delete Attachment
Add Social Insurance Number
Citizenship (Foreign Hires Only)
Customize | Find | First 1 of 1 Last
*Country Citizenship Status Upload Passport File Name Delete Attachment
USA Upload Passport View Attachment Delete Attachment
Add Citizenship
Visa Permit (Foreign Hires Only)
Customize | Find | First 1 of 1 Last
*Country *Visa/Permit Type Upload Immigration Documents File Name Delete Attachment
CAN Work Permit Upload Immigration Documents Immigrations_Docs.docx Delete Attachment
Add Visa Permit
Image 163

What information/documents are required?

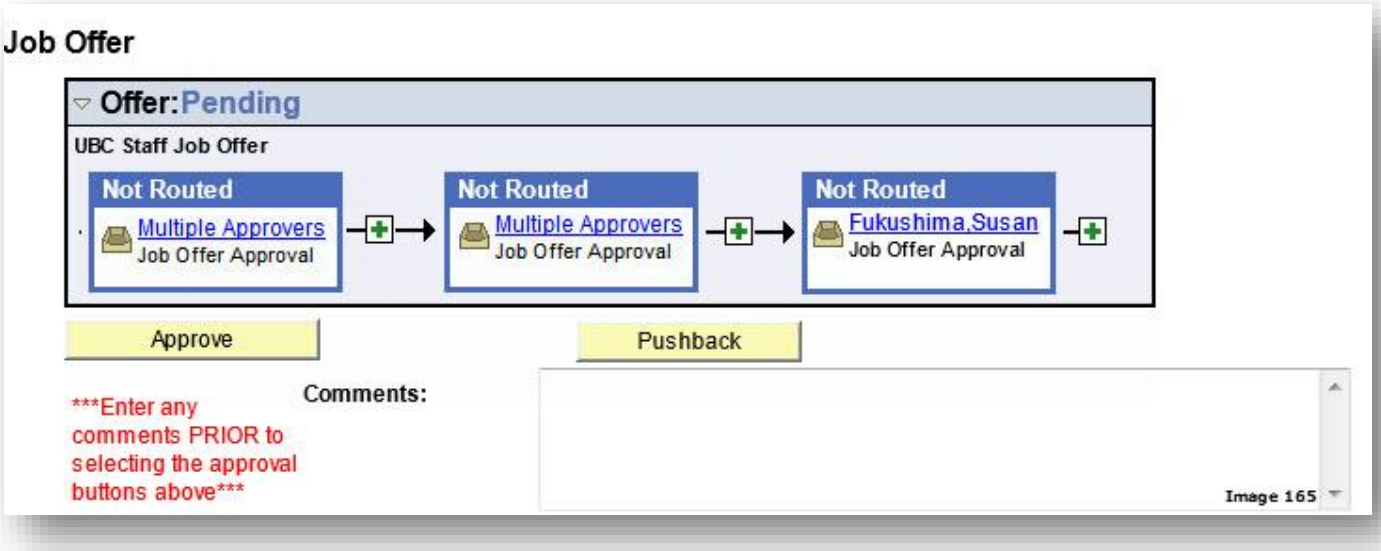
- Signed offer letters for all Faculty and M&P job offers are required before you will be permitted to proceed to the '**Prepare for Hire**' step.
- The applicant's Social Insurance Number and copy of the applicant's SIN card or application if they are an external applicant.
- Citizenship country and status is required for all foreign hires (do not complete for Canadian citizens or permanent residents).
- Visa Permit information and copy of appropriate work permit for all foreign hires.

4.13 Offer Approval Process

The designated approver will receive an email notification advising them that a Job Offer has been entered which requires their approval. The approver can click on the provided hyperlink embedded in the email to access their 'Worklist' or access their Worklist directly by logging into the system. Click on the hyperlink to access the job offer.



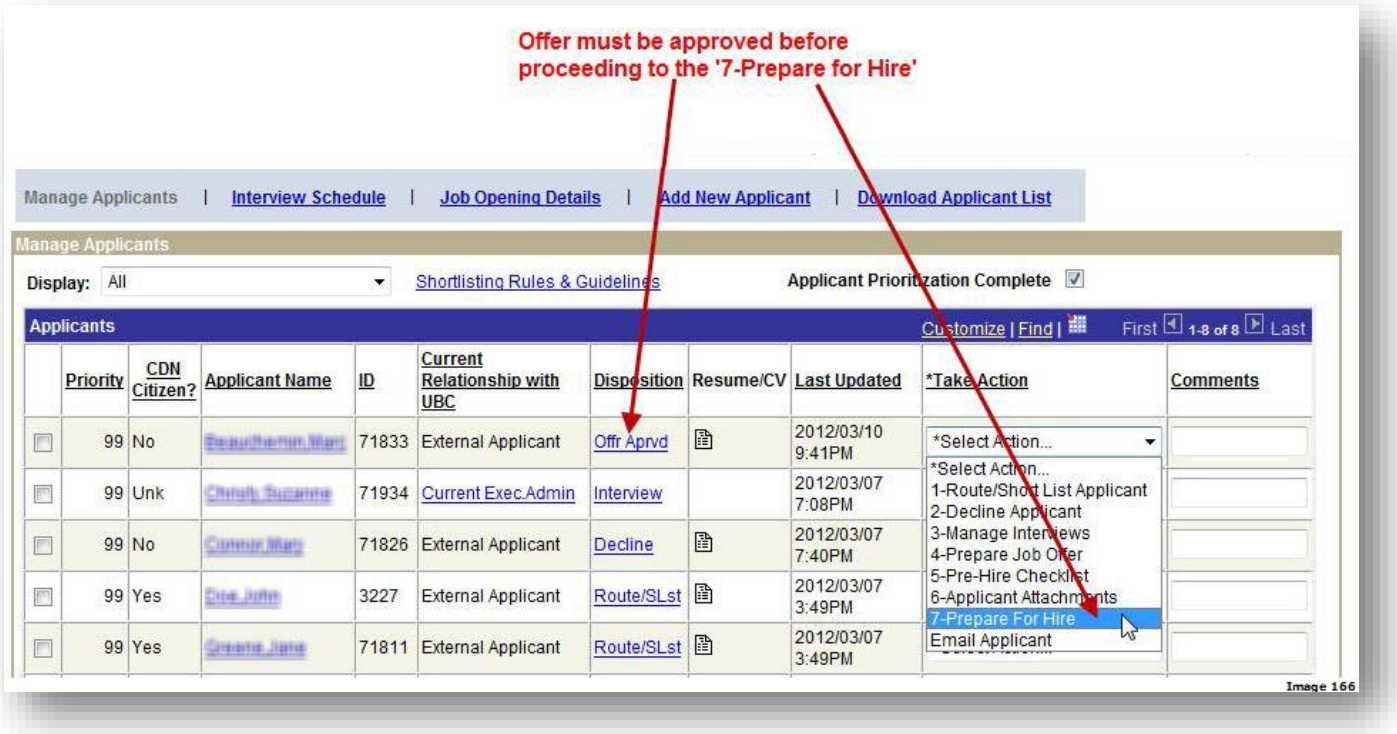
- Approver selects 'Approve' or 'Pushback'. 'Pushback' requires comments as to why approval is not being granted.
- Approved and Pushbacked approvals are routed back to the originator via their Worklist and a notification email.



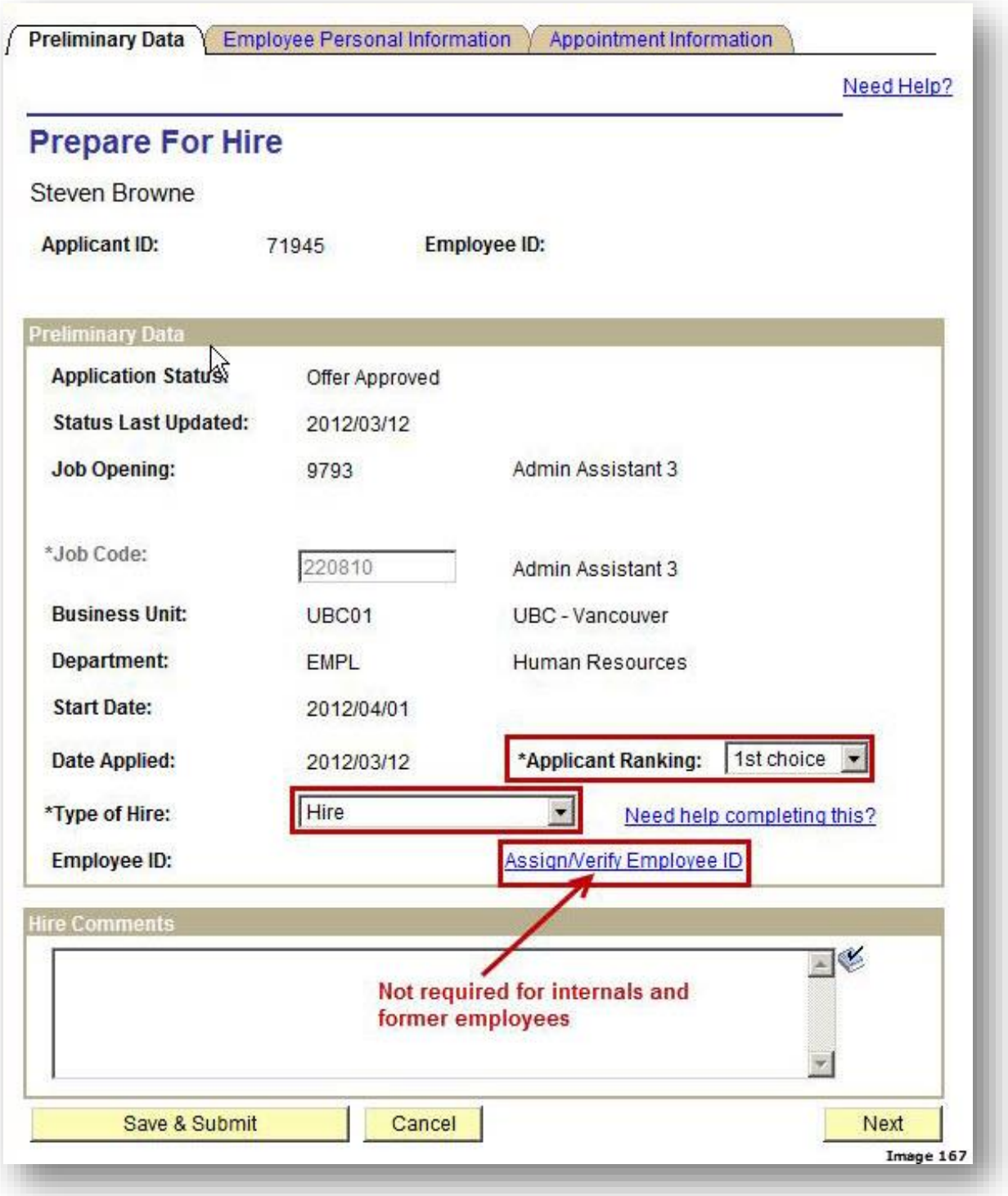
4.14 Prepare Applicant for Hire

After the job offer to the applicant has been approved and verbal acceptance of the job has been obtained from the applicant (signed offer letter required for Faculty and M&P jobs), you can now proceed to the '**Prepare for Hire**' step. This step replaces the need for a Staff or Faculty appointment form.

Select '**7-Prepare for Hire**' in the 'Take Action' field for the appropriate applicant.

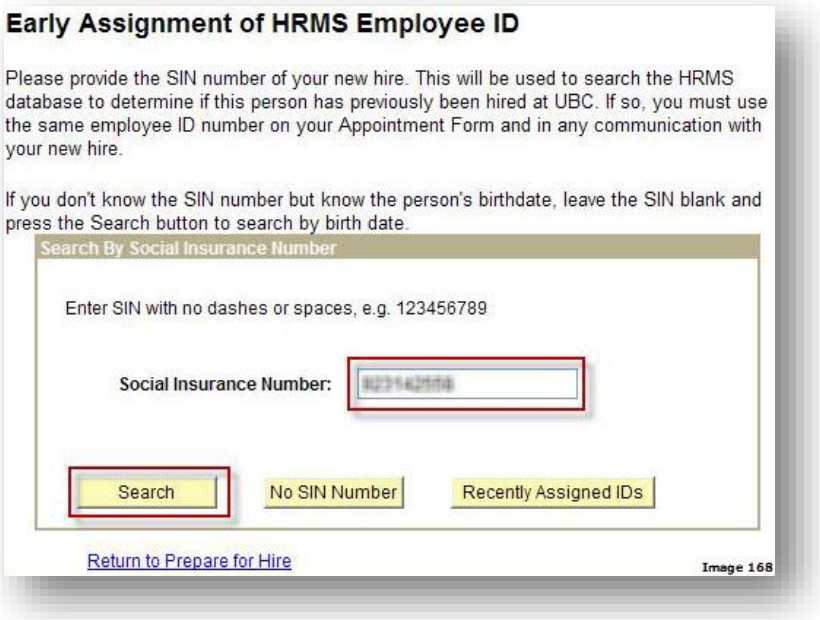


Complete required fields in **Preliminary Data** page.

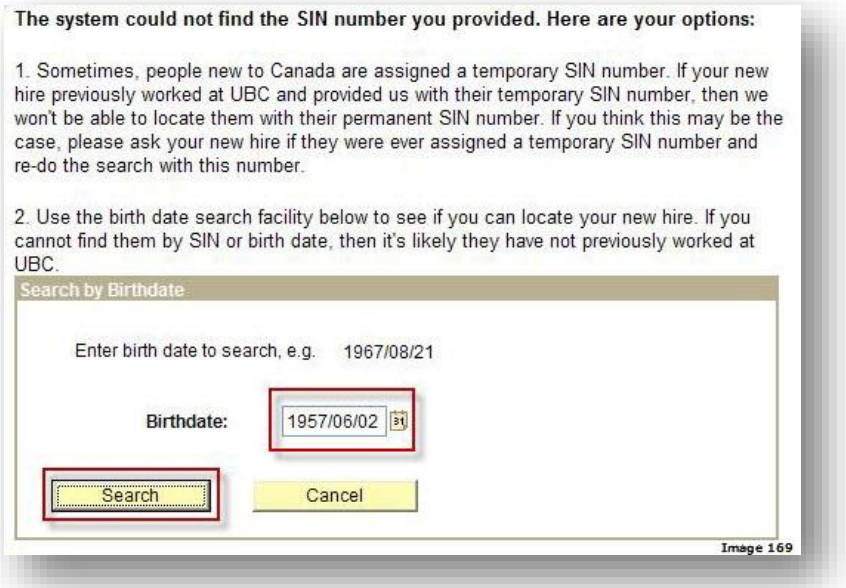


- Verify that all non-updateable fields are correct.
- **Applicant Ranking**: Indicate if this applicant is your first, second or third choice applicant pick.
- **Type of Hire:** Click on the **Need help completing this?** link to assist you in selecting the correct value.
- **Employee ID:** This field will display for External applicants only. Click on **Assign/Verify Employee ID**.

Former employees who have applied through the external Careers site (and not Faculty/Staff Self Service), will not be connected to their former Employee ID. Prior to hiring any applicant through eRecruit, we need to ensure that all data being transferred is associated with an Employee ID if one previously existed for the applicant. Using the existing '**Early Assignment of HRMS Employee ID**' functionality will do this for you.

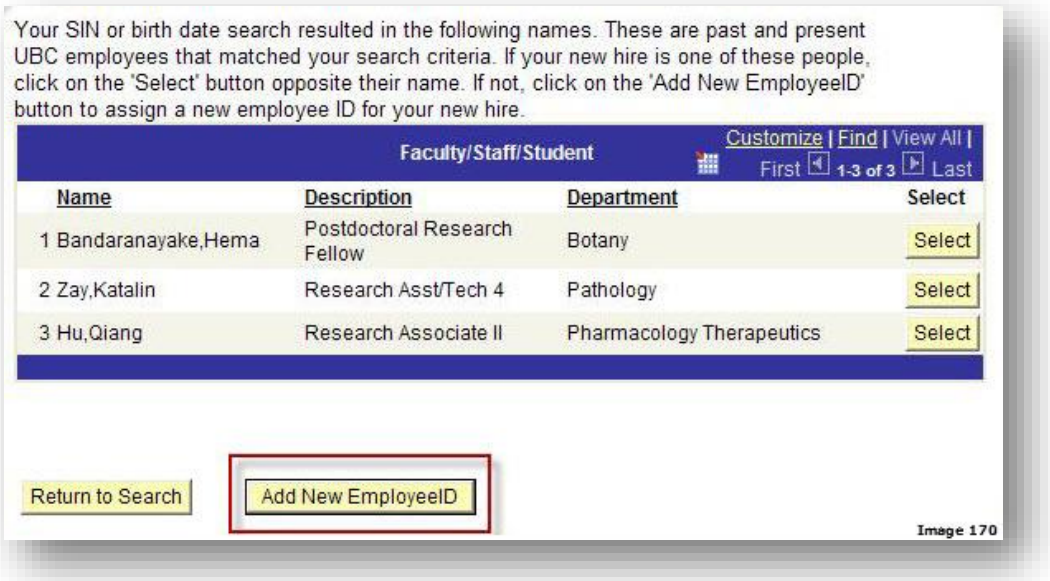

Early Assignment of HRMS Employee ID
Please provide the SIN number of your new hire. This will be used to search the HRMS database to determine if this person has previously been hired at UBC. If so, you must use the same employee ID number on your Appointment Form and in any communication with your new hire.
If you don't know the SIN number but know the person's birthdate, leave the SIN blank and press the Search button to search by birth date.
Search By Social Insurance Number
Enter SIN with no dashes or spaces, e.g. 123456789
Social Insurance Number:
Search
No SIN Number
Recently Assigned IDs
Return to Prepare for Hire
Image 168

- **Social Insurance Number:** If the applicant's SIN was entered in the '**Pre-Hire Documents'** page at the offer stage, the SIN will automatically populate for you. If not, enter the SIN manually and click on 'Search'. Note: in order to proceed with the '**Prepare for Hire**', you must provide a SIN number for your applicant.

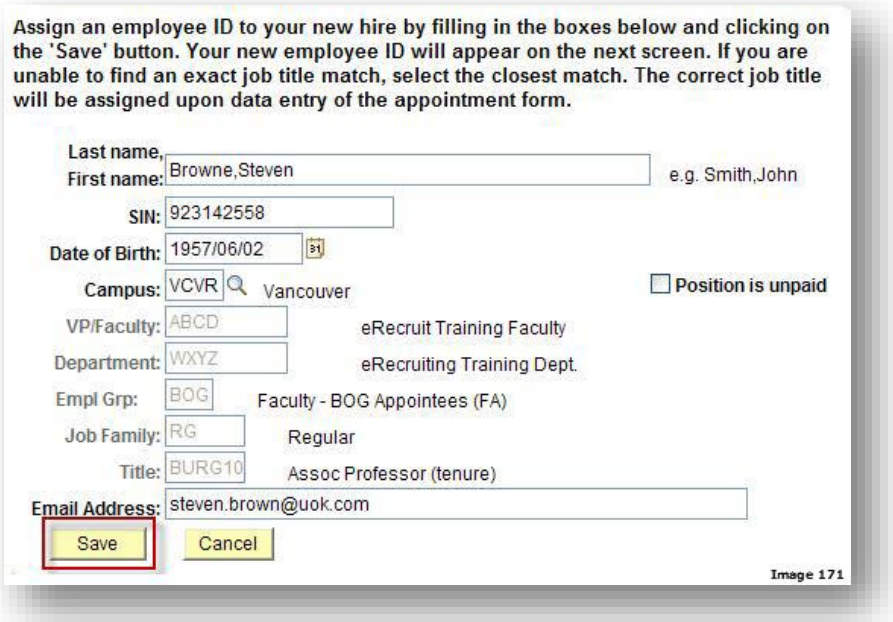

The system could not find the SIN number you provided. Here are your options:
1. Sometimes, people new to Canada are assigned a temporary SIN number. If your new hire previously worked at UBC and provided us with their temporary SIN number, then we won't be able to locate them with their permanent SIN number. If you think this may be the case, please ask your new hire if they were ever assigned a temporary SIN number and re-do the search with this number.
2. Use the birth date search facility below to see if you can locate your new hire. If you cannot find them by SIN or birth date, then it's likely they have not previously worked at UBC.
Search by Birthdate
Enter birth date to search, e.g. 1967/08/21
Birthdate:
1957/06/02
Search
Cancel
Image 169

- If the SIN entered does not exist in the system, this page will display.
- **Birthdate:** If the applicant's birthdate was entered in the '**Pre-Hire Documents**' page at the offer stage, the birthdate will automatically populate for you. If not, enter the birthdate manually and click on 'Search'.

Note: If the SIN entered does exist in the system, you will be prompted to reactivate the EmployeeID associated with the SIN supplied.

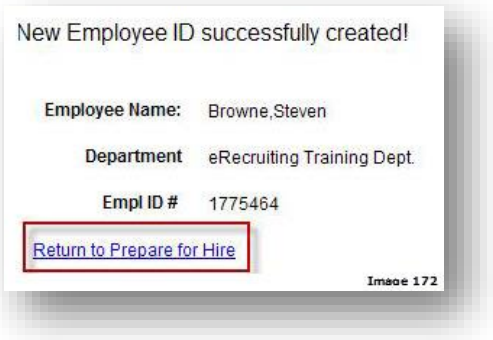

Your SIN or birth date search resulted in the following names. These are past and present UBC employees that matched your search criteria. If your new hire is one of these people, click on the 'Select' button opposite their name. If not, click on the 'Add New EmployeeID' button to assign a new employee ID for your new hire.
Faculty/Staff/Student
Customize | Find | View All |
First 1-3 of 3 Last
Name
Description
Department
Select
1 Bandaranayake,Hema
Postdoctoral Research Fellow
Botany
Select
2 Zay,Katalin
Research Asst/Tech 4
Pathology
Select
3 Hu,Qiang
Research Associate II
Pharmacology Therapeutics
Select
Return to Search
Add New EmployeeID
Image 170

- Click on Add New EmployeeID to add new Employee ID if no name matches applicant's name in the search results.

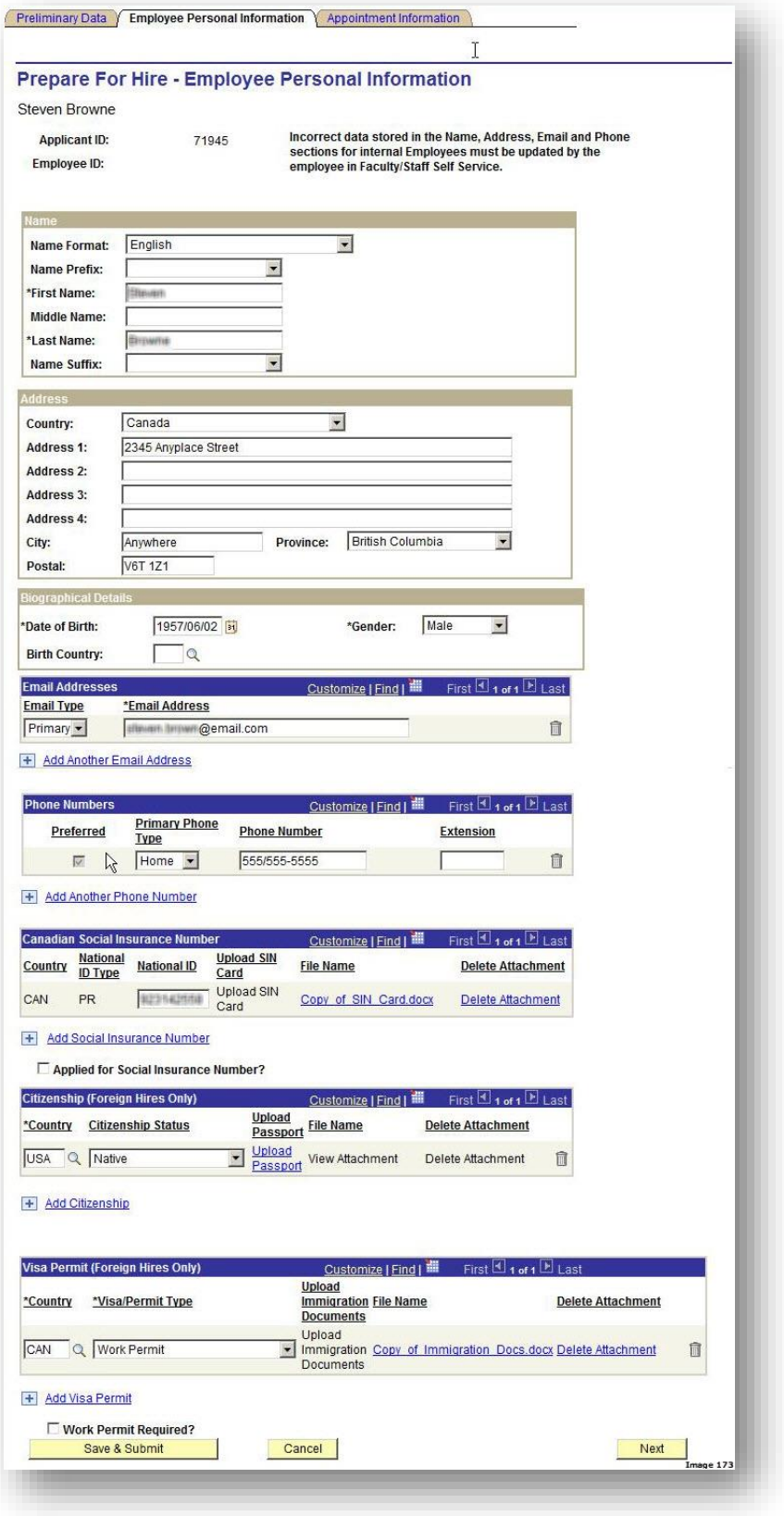

Assign an employee ID to your new hire by filling in the boxes below and clicking on the 'Save' button. Your new employee ID will appear on the next screen. If you are unable to find an exact job title match, select the closest match. The correct job title will be assigned upon data entry of the appointment form.
Last name, First name: Browne,Steven
e.g. Smith,John
SIN: 923142558
Date of Birth: 1957/06/02
Campus: VCVR Vancouver
Position is unpaid
VP/Faculty: ABCD eRecruit Training Faculty
Department: WXYZ eRecruiting Training Dept.
Empl Grp: BOG Faculty - BOG Appointees (FA)
Job Family: RG Regular
Title: BURG10 Assoc Professor (tenure)
Email Address: steven.brown@uok.com
Save
Cancel
Image 171

- All fields should auto-populate for you from data already supplied in previous recruiting steps. Complete any missing fields.
- Click on Save button.

Confirmation of new Employee ID. Click on **Return to Prepare for Hire**

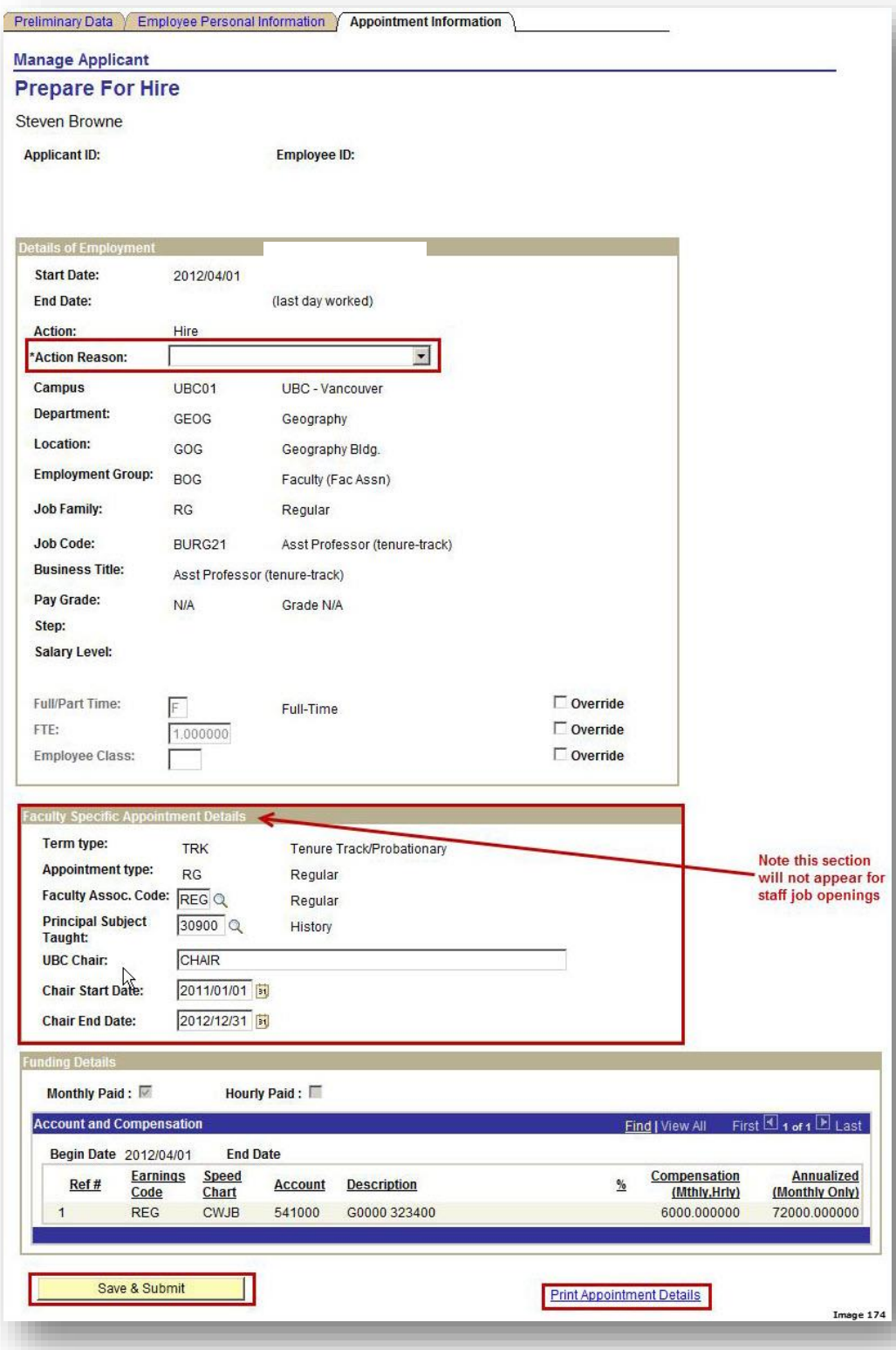


Complete required fields in Employee Personal Information page.

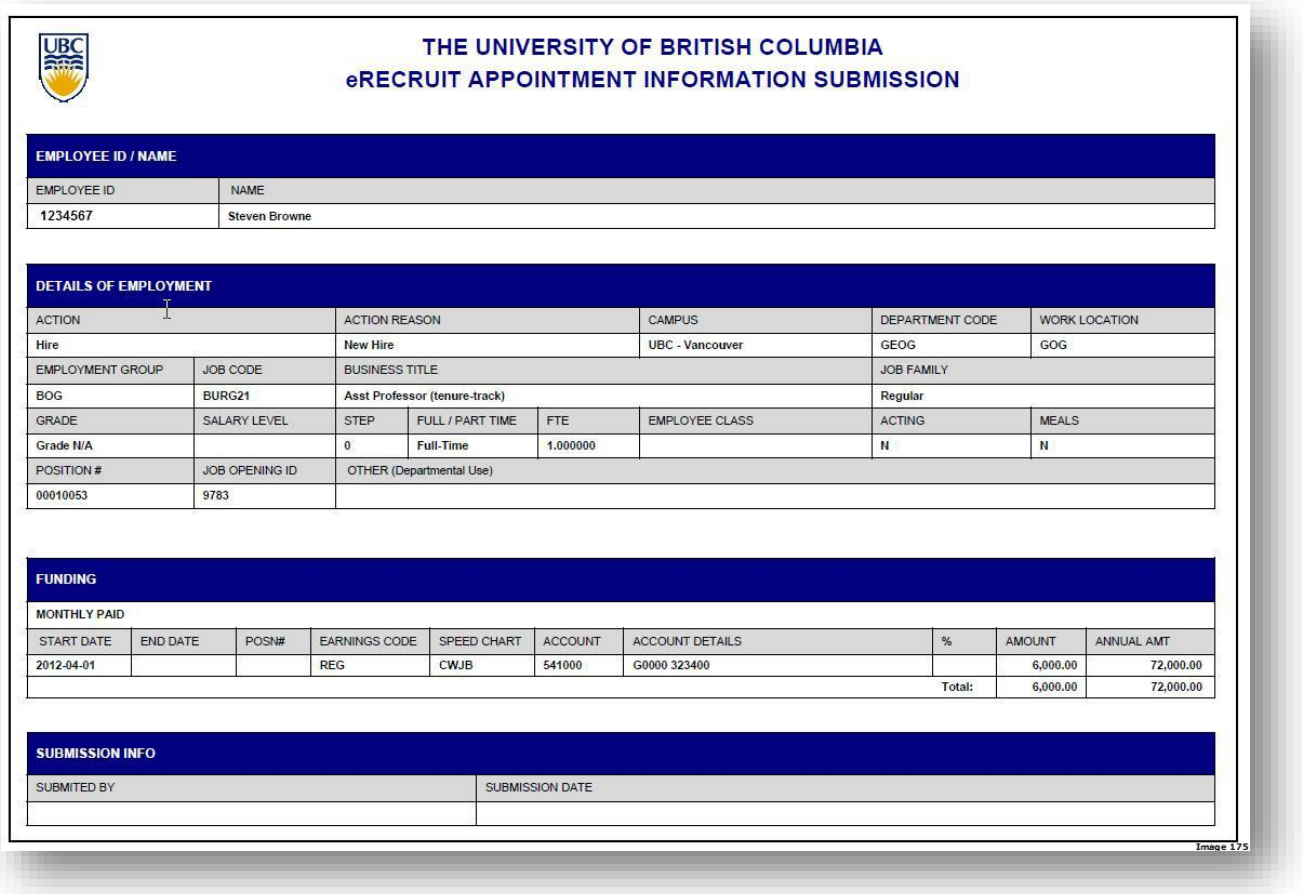


If all data has been previously supplied either by the applicant or in the '**Pre-Hire Documents**' upload page, then the only required fields left on this page should be 'Gender'. Otherwise complete all other required fields. Note that foreign worker hires must have a temporary SIN# (i.e., 900-series SIN#) and work permits uploaded in order to submit the '**Prepare for Hire**'.

Complete required fields in **Appointment Information** page.


Preliminary Data
Employee Personal Information
Appointment Information
Manage Applicant
Prepare For Hire
Steven Browne
Applicant ID:
Employee ID:
Details of Employment
Start Date: 2012/04/01
End Date: (last day worked)
Action: Hire
*Action Reason:
Campus UBC01 UBC - Vancouver
Department: GEOG Geography
Location: GOG Geography Bldg.
Employment Group: BOG Faculty (Fac Assn)
Job Family: RG Regular
Job Code: BURG21 Asst Professor (tenure-track)
Business Title: Asst Professor (tenure-track)
Pay Grade: N/A Grade N/A
Step:
Salary Level:
Full/Part Time: F Full-Time Override
FTE: 1.000000 Override
Employee Class: Override
Faculty Specific Appointment Details
Term type: TRK Tenure Track/Probationary
Appointment type: RG Regular
Faculty Assoc. Code: REG Regular
Principal Subject Taught: 30900 History
UBC Chair: CHAIR
Chair Start Date: 2011/01/01
Chair End Date: 2012/12/31
Note this section will not appear for staff job openings
Funding Details
Monthly Paid :
Hourly Paid :
Account and Compensation
Find | View All First 1 of 1 Last
Begin Date 2012/04/01 End Date
Ref # Earnings Code Speed Chart Account Description % Compensation (Mthly,Hrly) Annualized (Monthly Only)
1 REG CWJB 541000 G0000 323400 6000.000000 72000.000000
Save & Submit
Print Appointment Details
Image 174

- **Action Reason:** Select from the list of values. Note that some Actions will not have Action Reasons associated with them or the Action Reason may be the same as the Action.
- **Full/Part Time:** Click on 'Override' button if value needs to be changed.
- **FTE:** Click on 'Override' button if value needs to be changed.
- **Employee Class:** Click on 'Override Button' if value needs to be changed.
- **Other Employment Details** (appears on Staff Job Openings only)**:** Check off any values as applicable.
- Note that **Account and Compensation** section cannot be altered in the '**Prepare for Hire**' step. If incorrect, you must submit another offer with the correct funding information and re-obtain approval.
- **Print Appointment Details:** Click on this link to produce an 'Appointment Information Submission' report if a paper confirmation is required for your records. DO NOT SUBMIT THIS APPOINTMENT FORM TO PAYROLL. The hire transaction will be electronically submitted to Payroll from eRecruit.



THE UNIVERSITY OF BRITISH COLUMBIA
eRECRUIT APPOINTMENT INFORMATION SUBMISSION

EMPLOYEE ID / NAME

EMPLOYEE ID	NAME
1234567	Steven Browne

DETAILS OF EMPLOYMENT

ACTION		ACTION REASON			CAMPUS	DEPARTMENT CODE	WORK LOCATION
Hire		New Hire			UBC - Vancouver	GEOG	GOG
EMPLOYMENT GROUP	JOB CODE	BUSINESS TITLE				JOB FAMILY	
BOG	BURG21	Asst Professor (tenure-track)				Regular	
GRADE	SALARY LEVEL	STEP	FULL / PART TIME	FTE	EMPLOYEE CLASS	ACTING	MEALS
Grade N/A		0	Full-Time	1.000000		N	N
POSITION #	JOB OPENING ID	OTHER (Departmental Use)					
00010053	9783						

FUNDING

MONTHLY PAID

START DATE	END DATE	POSN#	EARNINGS CODE	SPEED CHART	ACCOUNT	ACCOUNT DETAILS	%	AMOUNT	ANNUAL AMT
2012-04-01			REG	CWJB	541000	G0000 323400		6,000.00	72,000.00
							Total:	6,000.00	72,000.00

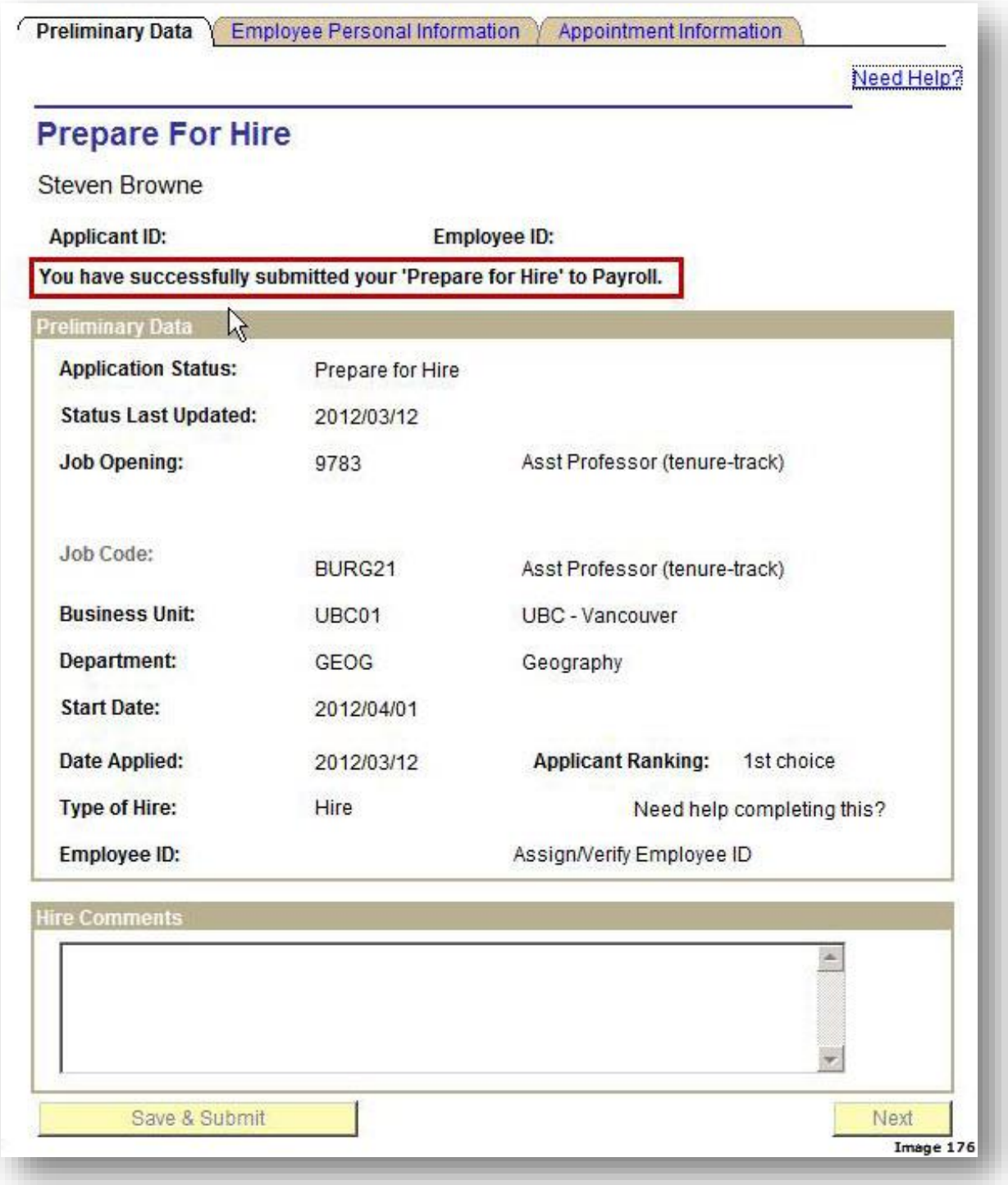
SUBMISSION INFO

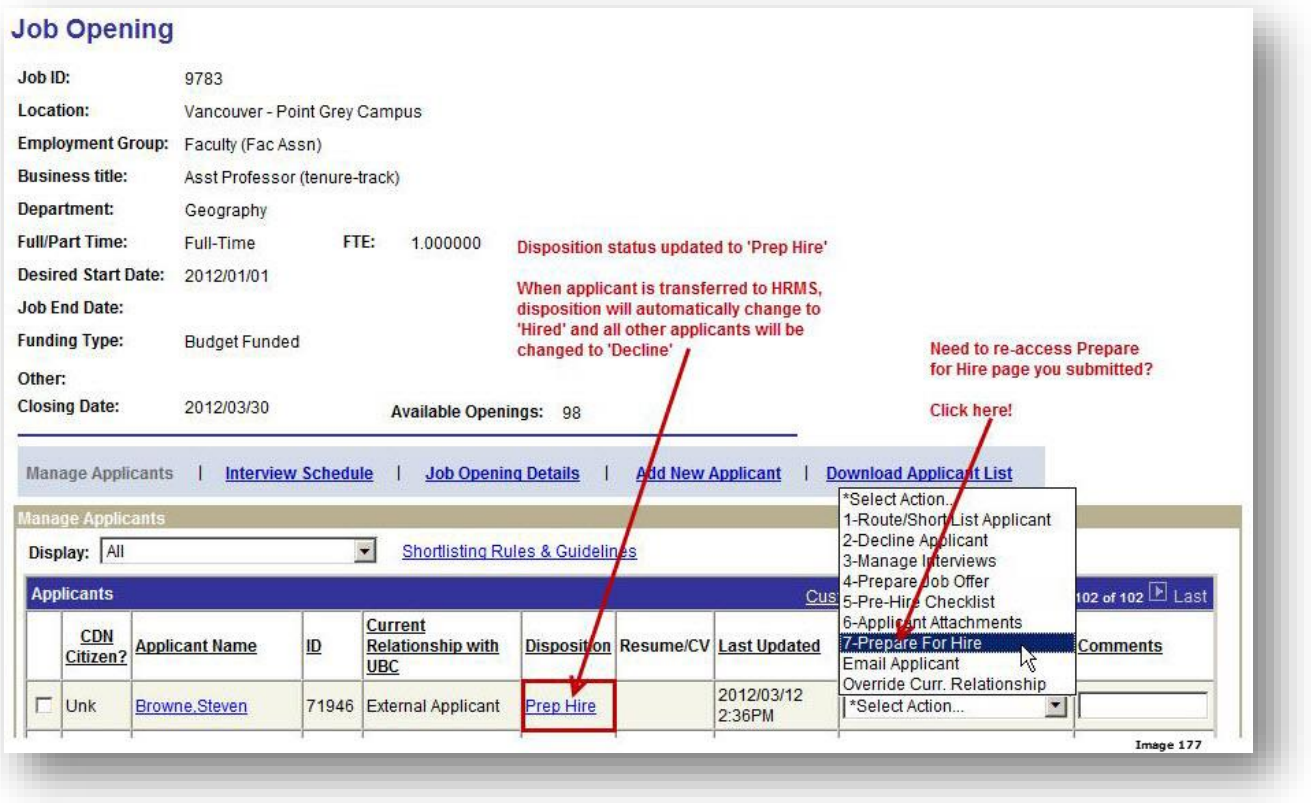
SUBMITED BY	SUBMISSION DATE

Image 175

Your 'Prepare for Hire' has now been successfully submitted to Payroll. Payroll will review the information submitted, contact you if there are any problems, and transfer the data to HRMS. You will receive a confirmation email from the system confirming that the data has been transferred to HRMS.

Please review the HRMS data after you receive the notification email to ensure all data was transferred correctly.





Once the successful applicant has been transferred to HRMS, the successful applicant's 'Disposition' value will change to '**Hired'** and unsuccessful applicants' 'Disposition' values will be changed automatically changed to '**Decline'**. The job opening will also then be closed.

An automated email will be sent to you once Payroll has successfully transferred the successful applicant(s) to HRMS.

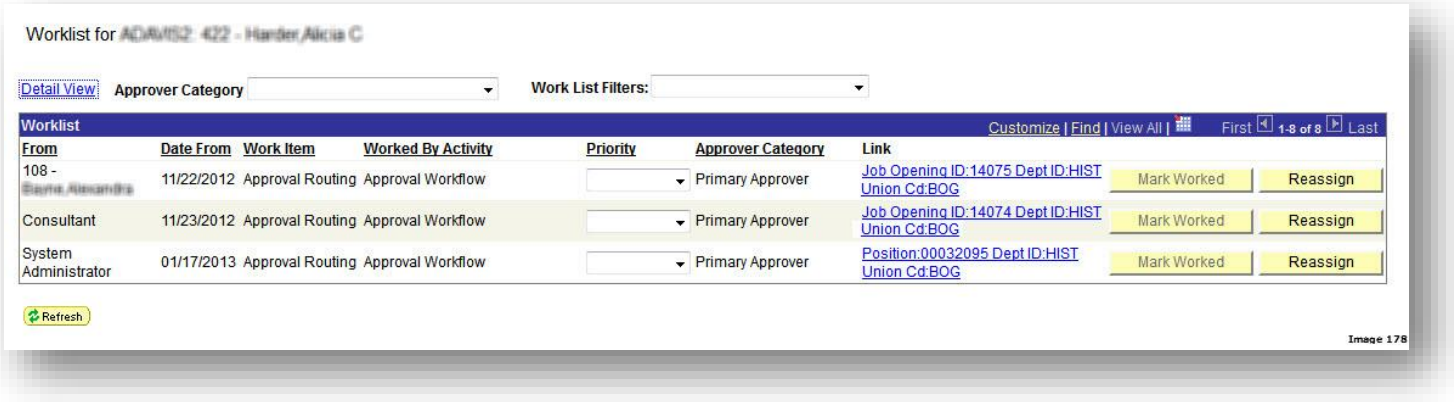
NOTE: Applicants changed to '***Decline'*** disposition status will see '***Position Filled or Cancelled***' in their 'My Careers' page.

5
Appendix

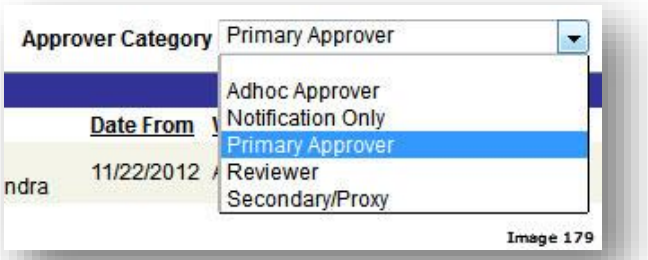
5.1 Worklist

Navigation: **Worklist > Worklist**

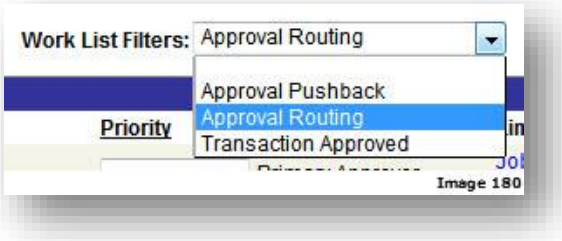
The worklist contains transactions that either require your approval or are present for notification purposes. Note that you must only work on or approve transactions wherein you are the Primary Approver or were otherwise notified to work on a transaction.



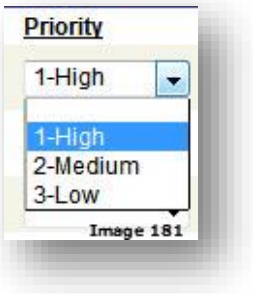
- **Approver Category**:
  To help identify transactions, you can filter them using the 'Approver Category' drop down list.



- **Work Item (Work List Filters)**:
  You can also identify transactions by status using the 'Work List Filters' drop down list.

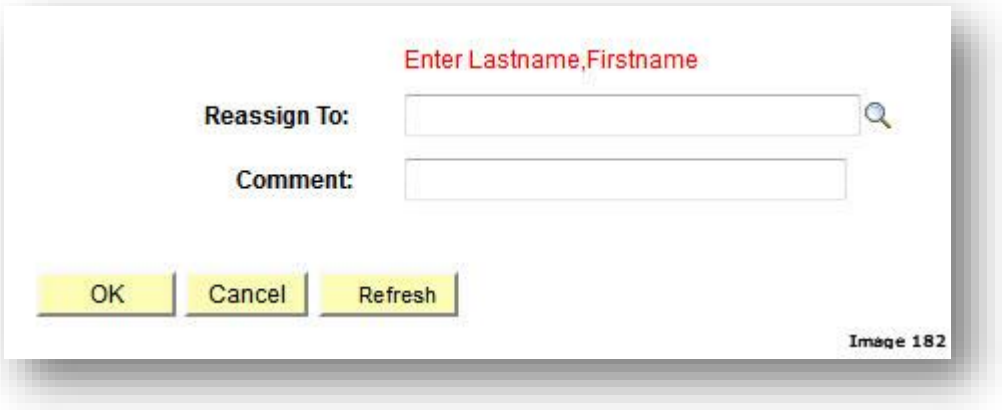


- **Priority**:
  You can also set the priority of a transaction but this does not affect how approvals are routed. It is simply a label you can assign to transactions for your own use.



- **Link:**
  Clicking on the hyperlinks under Link will take you to the page where you can approve the transaction.

You may also re-assign an approval by clicking on Reassign

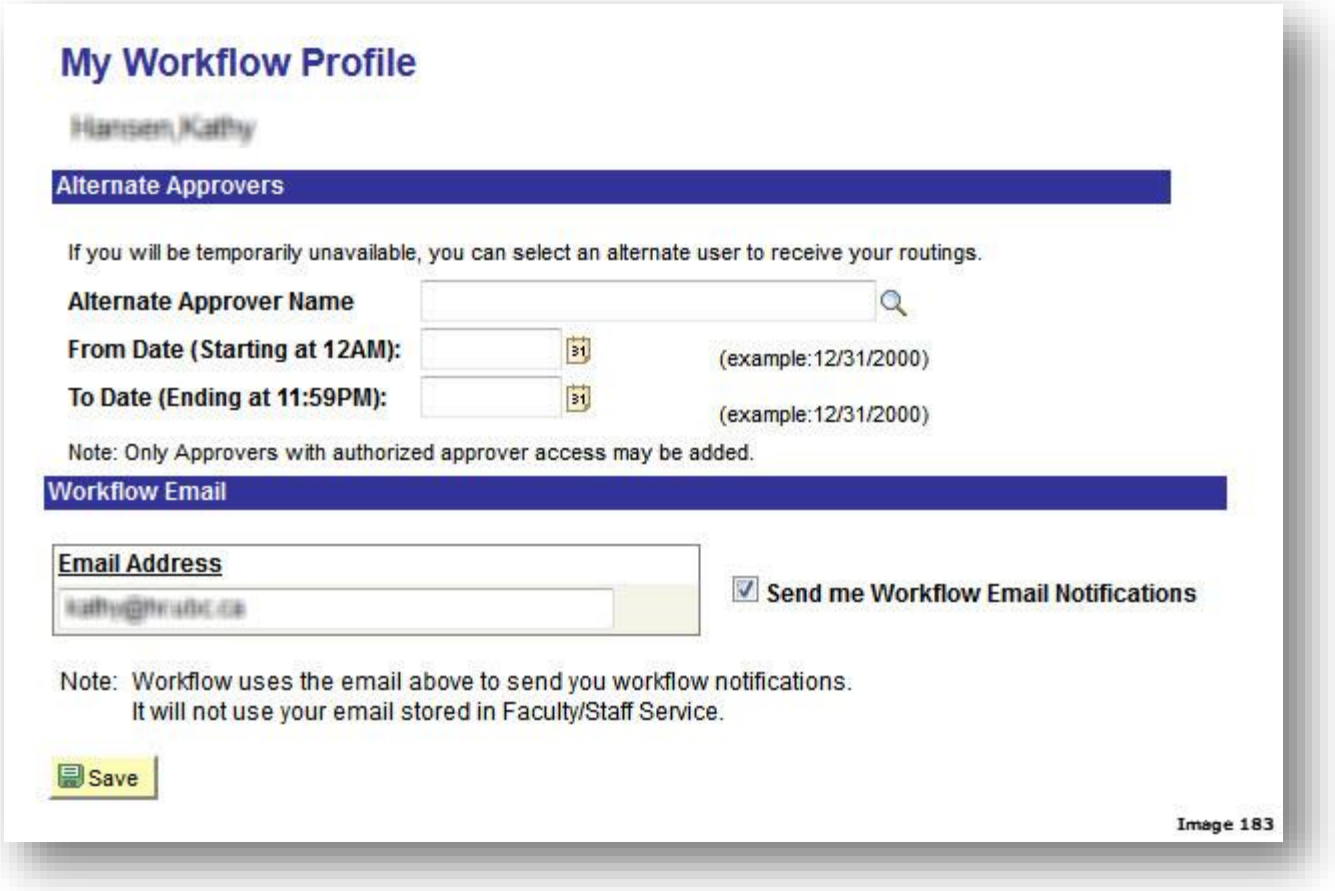


If you have worked on an item on your worklist but it continues to remain there, click on Mark Worked to remove it from your worklist.

5.2 My Workflow Profile

Navigation: **My Workflow Profile**

This page allows you to specify an alternate approver and gives you the ability to update your workflow email address.


My Workflow Profile
Alternate Approvers
If you will be temporarily unavailable, you can select an alternate user to receive your routings.
Alternate Approver Name
From Date (Starting at 12AM):
(example:12/31/2000)
To Date (Ending at 11:59PM):
(example:12/31/2000)
Note: Only Approvers with authorized approver access may be added.
Workflow Email
Email Address
Send me Workflow Email Notifications
Note: Workflow uses the email above to send you workflow notifications.
It will not use your email stored in Faculty/Staff Service.
Save
Image 183

- **Alternate Approver Name**: The person who will be approving transactions on your behalf. Click on the magnifying glass icon for a list of valid values. Note that only valid approvers will be shown.
- **From Date (Starting at 12AM)**: Enter the start date when the alternate approver is in effect.
- **To Date (Ending at 11:59PM)**: Enter the end date when the alternate approver is in effect.
- **Email Address**: Enter the email address you wish to receive notifications on. Note that your Workflow email address must be a UBC or UBC hospital site email address.
- **Send me Workflow Email Notifications**: Check this box if you wish to receive emails when a transaction enters your worklist and requires your approval.

5.3 Opening/Viewing Attachments - Troubleshooting FAQs

Question: My pop-up blocker is not allowing me to open my Resume or other attachment.

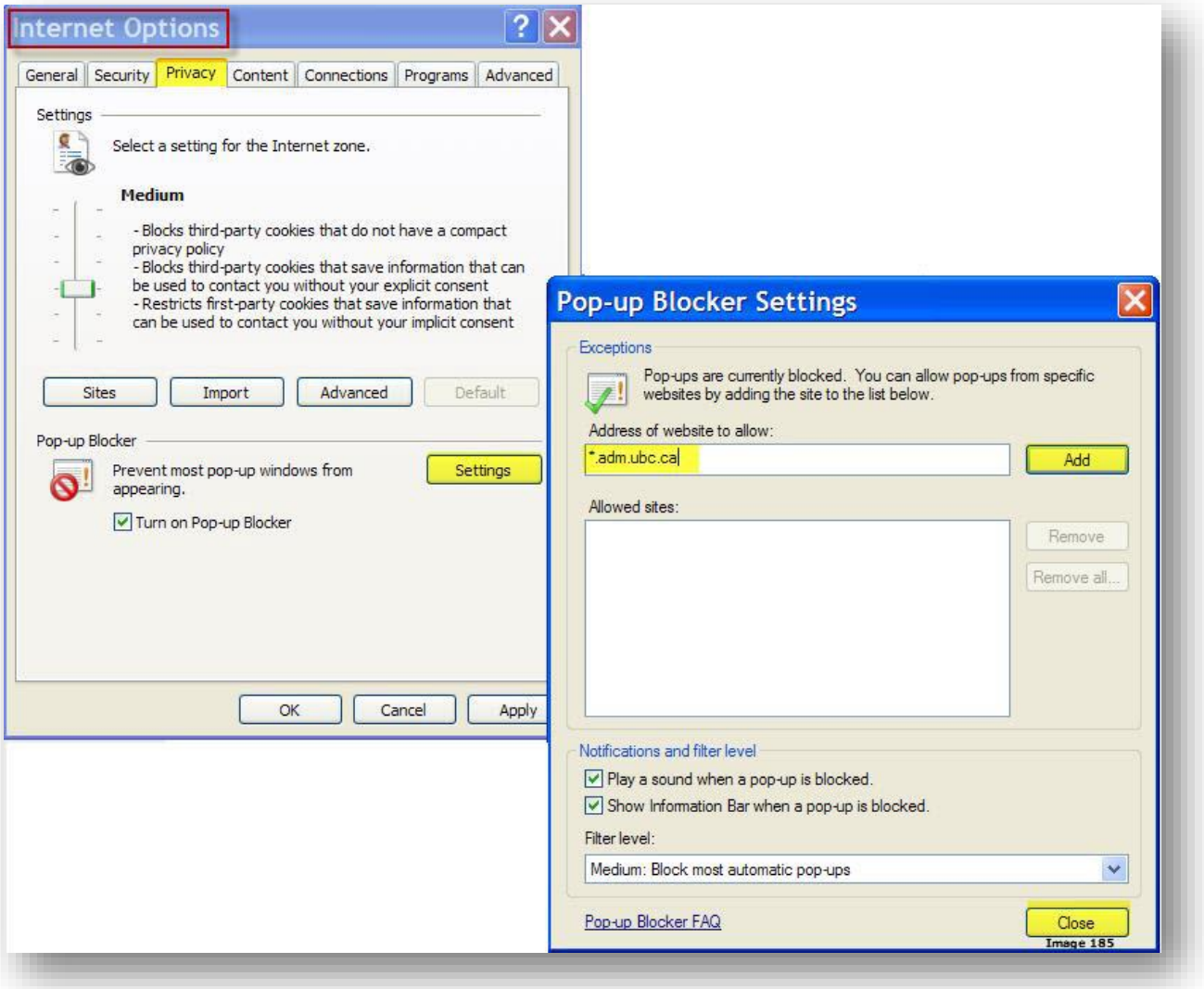
Answer: Adjust security settings to allow pop-ups from *.adm.ubc.ca:

Internet Explorer Settings:

Adjust settings when the site is blocked by pop-up blocker:

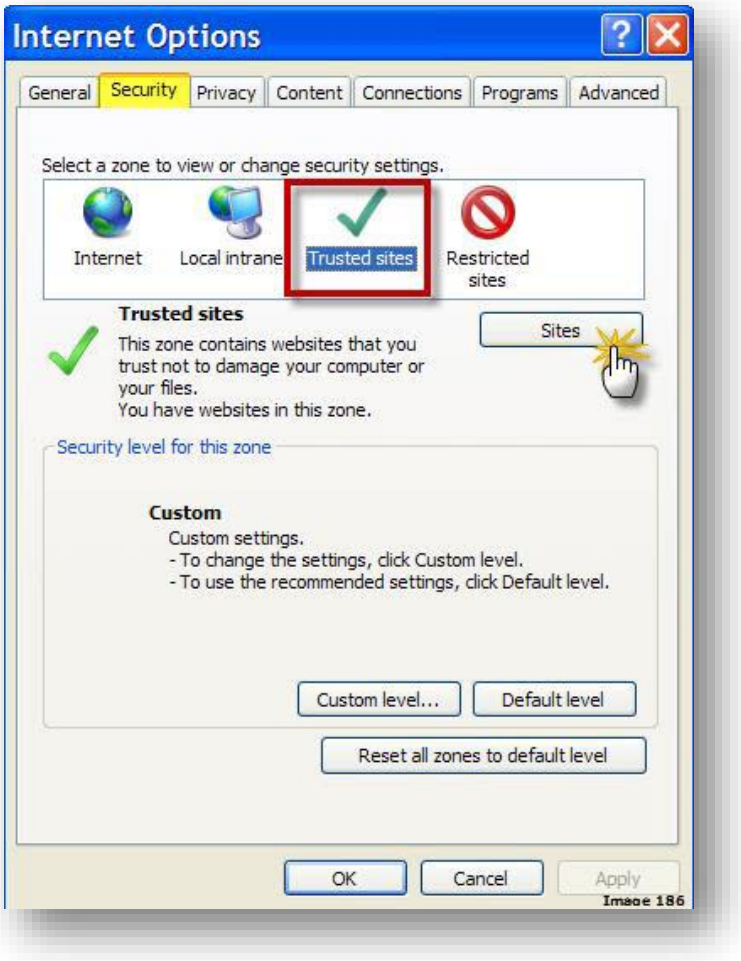
Pop-up blocked. To see this pop-up or additional options click here...
THE UNIVERSITY OF BRITISH COLUMBIA FINANCE AND HUMAN RESOURCES
Human Resources Management System
Temporarily Allow Pop-ups
Always Allow Pop-ups from This Site...
Settings
More information
Image 184

Or adjust security settings directly:

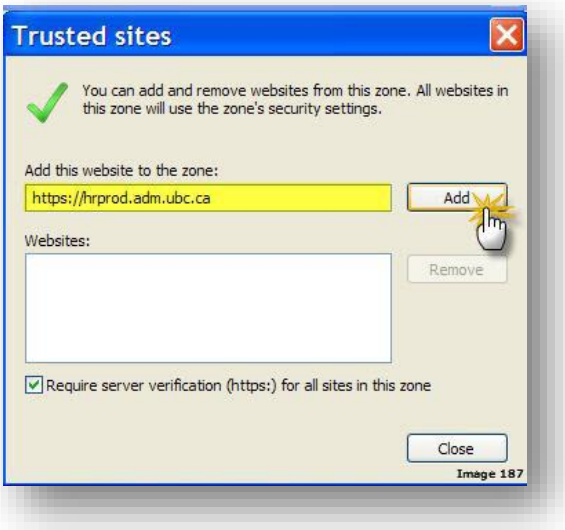


You can also try adding our system as a ‘Trusted Site’.

Navigate to Tools >Internet Options.
Click on ‘Security’ tab, select ‘Trusted sites’ zone, and then click on ‘Sites’ button:

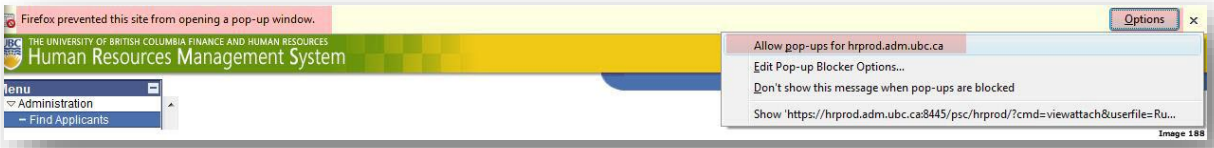


If you’re already in the Careers site, the website will automatically populate for you. Otherwise, type the website address below manually and then click on the ‘Add’ button:

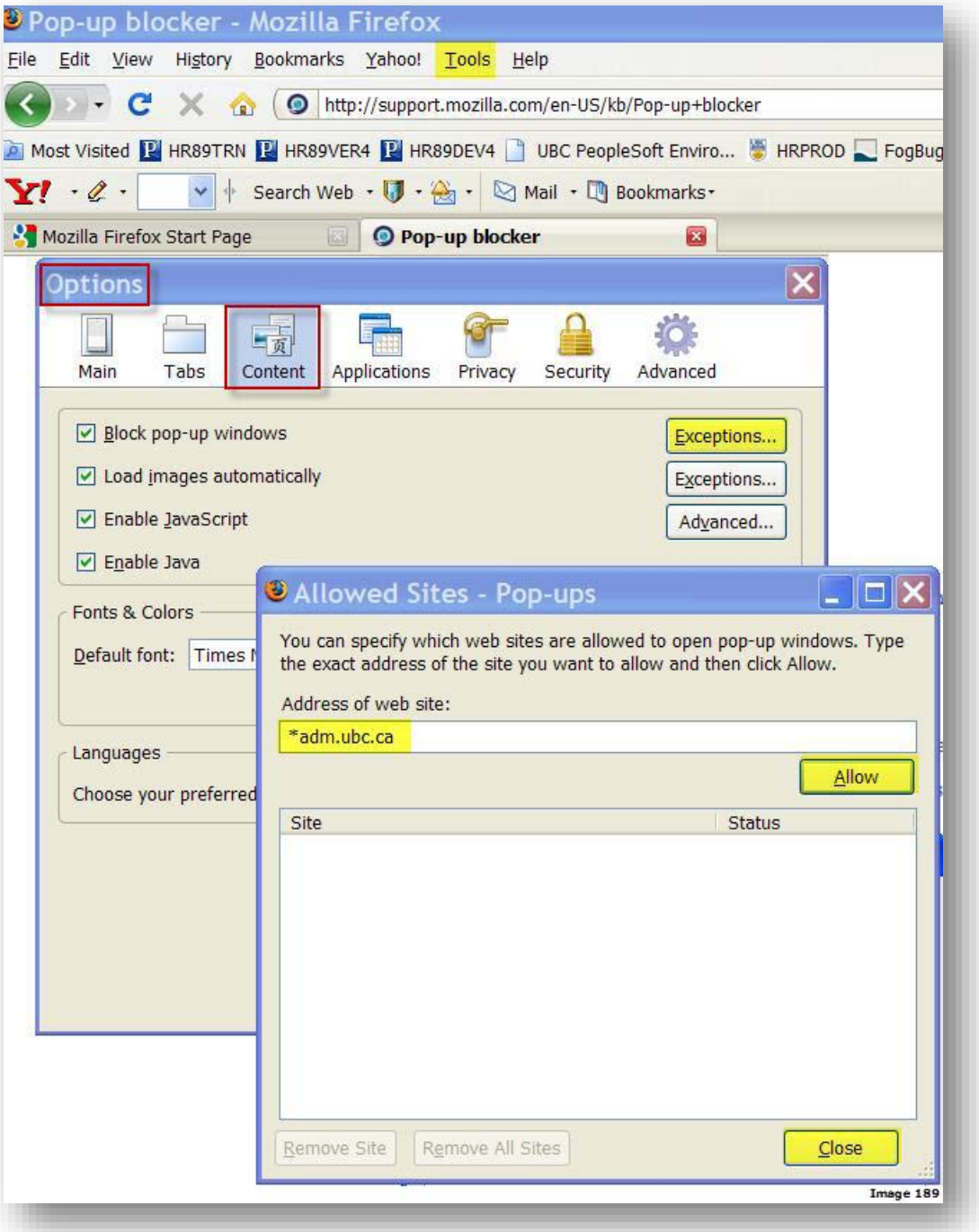

Trusted sites
You can add and remove websites from this zone. All websites in this zone will use the zone's security settings.
Add this website to the zone:
https://hrprod.adm.ubc.ca
Add
Websites:
Remove
Require server verification (https:) for all sites in this zone
Close
Image 187

Firefox Settings:

Adjust settings when the site is blocked by pop-up blocker:


Firefox prevented this site from opening a pop-up window.
Options
THE UNIVERSITY OF BRITISH COLUMBIA FINANCE AND HUMAN RESOURCES
Human Resources Management System
Allow pop-ups for hrprod.adm.ubc.ca
Edit Pop-up Blocker Options...
Don't show this message when pop-ups are blocked
Show 'https://hrprod.adm.ubc.ca:8445/psc/hrprod/?cmd=viewattach&userfile=Ru...
Administration
Find Applicants
Image 188

Or adjust security settings directly:



Question: When I try to open an attachment using Internet Explorer, a new window appears briefly and then disappears.

Answer: Adjust Internet Explorer security to allow downloads.